

Islamic Relief Australia

Position Title: Programs Officer

Department: Programs Department

Reports To: Director of Programs and Institutional Relations

Location: Sydney Preferred

Employment Type: Full-Time

About Islamic Relief

Islamic Relief is an international relief and development agency striving to alleviate poverty and suffering regardless of colour, race, or religion. Established in 1984 in response to famine in Africa, it has grown to become a respected global humanitarian actor, working in over 40 countries. Islamic Relief specialises in Education & Training, Health and Nutrition, Water & Sanitation, Income Generation, Orphan Support, Emergency Relief, and Disaster Preparedness.

Islamic Relief Australia (IRAUS) is a member of the Australian Council for International Development (ACFID) and adheres to its Code of Conduct, ensuring high standards of governance, transparency, and accountability.

Purpose of the Programs Department

The Programs Department enables IRAUS to respond to humanitarian crises and address the socio-economic needs of vulnerable communities. It oversees the design, delivery, and monitoring of both local and international programs, including the Orphan Sponsorship Program. The department also manages strategic partnerships and institutional relations.

IRAUS's local program portfolio includes support for new arrivals, community empowerment, domestic violence prevention, youth empowerment, disaster resilience, homelessness, food security, and disaster recovery. Internationally, IRAUS supports emergency relief and sustainable development projects, focusing on health, WASH, education, food and nutrition, and livelihoods.

Job Purpose

The Programs Officer will support the design, implementation, and reporting of both local and international programs. This includes assisting with emergency and welfare projects. This role is essential in maintaining donor compliance, program quality, and partner coordination. The Programs Officer will also contribute to proposal development, project cycle management, and capacity building for local and international partners.

The role requires close collaboration with internal teams and external stakeholders, including not for profit and community based organisations. It will involve project

oversight, strategic input and strong written communication, particularly in the development of reports and proposals.

The Programs Officer reports to the Director of Programs and Institutional Relations, contributing to departmental strategy and priority projects. The role may flexibly support evolving organizational needs while maintaining a focus on program coordination, development, and partner engagement.

Key Responsibilities

Program Coordination and Management

- Support implementation and oversight of local and international programs.
- Liaise with partners to ensure delivery against program outputs.
- Assist with emergency, welfare, and development projects implemented by IRAUS or its partners.
- Maintain project documentation, budgets, timelines and donor reporting requirements.
- Provide support to the IRAUS Project Committee as and when needed.

Program Development

- Conduct feasibility studies and needs assessments.
- Develop concept notes and proposals aligned with strategic priorities.
- Assist with identifying funding opportunities and preparing grant applications.
- Prepare high quality reports for donors, partners and internal use.
- Develop and refine tools, templates, and guidelines for program implementation.

Capacity Building and Partner Support

- Support partner organisations to improve their design, implementation, and monitoring of projects.
- Facilitate training on compliance, safeguarding, and quality standards.
- Provide guidance on financial management, monitoring, and evaluation.
- Ensure partners meet AML/CTF and Child Protection standards.

Monitoring, Evaluation, Accountability and Learning (MEAL)

- Support the implementation of MEAL systems across projects.
- Collect and analyse data to inform learning and improve programming.

- Promote a culture of accountability and continuous improvement.

Communications & Stakeholder Engagement

- Collaborate with Fundraising and Communications teams to share impact stories.
- Represent IRAUS in relevant sector meetings and forums.
- Engage with CALD communities and other key stakeholders.

Key Relationships

- Director of Programs and Institutional Relations
- Local and International Programs Coordinators and any other programs team member.
- IRAUS Fundraising and Communications Team
- IRAUS Partner Organisations and Community Stakeholders
- Islamic Relief Worldwide and other country offices

Selection Criteria

Qualifications

- Tertiary qualifications in International Development, Community Development, Social Work, or a related field.

Experience

- Minimum 2 years of experience in local or international program/project coordination.
- Experience in project development, monitoring and evaluation.
- Experience in working with community-based organisations or CALD communities.
- Experience in proposal writing and reporting to institutional donors (desirable).

Skills and Knowledge

- Excellent written and verbal communication skills.
- Strong interpersonal and cross-cultural communication abilities.
- Proficient in Microsoft Office Suite and Office 365 tools (e.g., SharePoint).
- Knowledge of the charity sector and humanitarian/development standards.

- Ability to work both independently and collaboratively.
- Strong organisational and time management skills.

Attributes and Commitments

- Passion for humanitarian and development work.
- Commitment to Islamic Relief's values of compassion, justice, sincerity, excellence, and custodianship.
- Respect for Islamic principles and willingness to work in a faith-based context.
- Flexibility to occasionally work outside regular hours and travel domestically/internationally.

Other Information

- All IRAUS staff must comply with organisational policies, including Child Protection, PSEAH, AML/CTF, and Code of Conduct.
- The successful candidate may be subject to background checks.
- IRAUS is an equal opportunity employer and values diversity. Applicants from CALD, Aboriginal, Torres Strait Islander, and refugee backgrounds are encouraged to apply.