

Program Coordinator & Mentor

Timor-Leste

This assignment has been negotiated in good faith with the Partner Organisation, and the information contained was correct at the time of acceptance of the request. However, while we take responsibility for matters under our direct control, all assignments and arrangements are subject to change. This assignment may be amended or withdrawn to reflect changes in circumstances.

ASSIGNMENT DETAILS			
Assignment title	Program Coordinator & Mentor		
Partner Organisation	Timor-Leste Hearts Fund		
Location	Dili		
Website of Partner Organisation	https://timorlesteheartsfund.org.au		
Total Duration of assignment	12 months	Start date	7/04/2025
Type of assignment	Hybrid	Australian Organisation	Yes
	Volunteer Mode (Remote OR In-country)	Duration (number of months OR weeks)	Time Commitment (part-time OR full-time) Remote ONLY
	Phase 1	remote	3 months
	Phase 2	In person	9 months
			Part time
			Full-time

PARTNER ORGANISATION OVERVIEW

Timor-Leste Hearts Fund was established in 2010, building on the volunteer work of cardiologist Dr Noel Bayley. Dr Bayley first visited Timor-Leste in 2000. He began to diagnose patients and use his networks in Australia to arrange treatment. In many cases, he personally paid for their airfares to Australia to ensure that they could receive the life-saving care they needed. Since then, we have grown rapidly and are now supported by a big team of volunteers, donors, sponsors and board members.

Today, we partner with the Cardiac Clinic at the National Hospital in Timor-Leste to screen and support patients with heart disease. We are also supporting the Timor-Leste Ministry of Health to train local heart health professionals and build their capacity, to improve the breadth and quality of cardiovascular services available locally. This investment in the heart health workforce is critical and timely, as Timor-Leste looks to open their first Cardiac Centre in 2025.

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ASSIGNMENT DETAILS

Assignment overview

Timor-Leste Hearts Fund (TLHF) is supporting the development of workforce capacity within the heart health sector in Timor-Leste, through our new program 'Caring for Healthy Hearts'. The goal of this work is to enhance both the scope and quality of cardiovascular services available locally and to improve access to specialist cardiovascular care across the country.

The Program Coordinator will be responsible for supporting the delivery of activities under the Caring for Healthy Hearts program. The Coordinator will support the mobilisation of resources, and the management of activities across the project streams.

Assignment objectives

Ensure effective program delivery

Facilitate team performance and collaboration

Maintain high standards of program quality and impact

To include all people directly affected by the volunteer assignment in the Partner Organisation and community, using strategies that promote: gender equality; inclusion of youth; inclusion of people with a disability; child protection and safeguarding; inclusion of marginalised groups.

Duties and responsibilities of the volunteer

Coordinate daily operations and program activities, including delivery of training materials

Support in managing allocation of program resources, including grant funding, program materials and equipment and other resources

Oversee and support staff activities, ensuring program staff and volunteers are adhering to schedules, roles and responsibilities

Work closely with other hospital staff and NGOs involved in health workforce capacity building, to exchange knowledge and streamline approaches.

Collaborate with the Program Lead to provide overarching strategic insights and advice on program implementation and performance evaluation

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Selection criteria
Degree in development, public health or a related field
Adaptable and collaborative problem solver
Experience in program management and coordination
Strong communication and collaboration skills: Excellent interpersonal skills with the ability to work effectively with a diverse team of healthcare professions, and proven ability to adapt communication and teaching methods to suit various learning styles and levels of
Cultural sensitivity: Ability to adapt teaching and clinical practices to the local context.

Desirable skills, language and experience
Experience in low-resource settings: Previous experience working in low-resource healthcare settings highly desirable.
Tetun, Bahasa or Portuguese language competency highly desirable.

Line Manager	Jane Williams, TLHF CEO
Staff Supervision	No - staff have existing line-managers.
Working relationships	
Hours and days of work	Monday to Friday, 9:00am-5:00pm, or other hours as agreed with supervisor and HNGV.
Leave	All volunteers are entitled to 20 days leave per 12 months, unless advised otherwise. The same conditions and terms as local colleagues apply, including national holidays.
Professional indemnity insurance	No
(Required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment.)	The volunteer should consult the partner organisation about the need for professional indemnity insurance for the role prior to departure. Where required and/or considered essential to hold this insurance, please discuss this with the Volunteer Services Manager in Melbourne prior to departure.

LIVING AS A VOLUNTEER

The Australian Volunteers Program supports volunteers from preparing to go on assignment through to returning home. For a full breakdown of support provided, please visit: <https://www.australianvolunteers.com/volunteering/lifestyle-and-support/>

Living allowance	AUD \$1860 per month (remote phase \$79 per month) The allowance levels are based on the cost of living in the host country location and are listed in \$AUD. Allowances will be reviewed periodically and may increase or decrease.
Accommodation allowance	AUD \$1385 per month
Language support	Language support is provided during the in-country orientation period. Most often, additional resources for further development later in the assignment will be available if required.
Country profile	Learn more about the host country location by reading the country profile. We encourage candidates to research the specific location of this assignment as it will be discussed and addressed with a recruitment officer during the interview process. https://www.australianvolunteers.com/countries/timor

Australian Volunteers Program

Political or faith-based activities	The Australian Volunteers Program supports partner organisations to achieve their development objectives. It does not engage in or support any evangelical activities and is not linked to any political party. We partner with local faith-based organisations on the basis that the volunteer placement does not engage in evangelising; and participation in activities run by the volunteer is not conditional on conversion or adherence to a particular religious denomination. We also partner with advocacy organisations on the basis that volunteer activities are not in support of a political party or candidate.
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HOW TO APPLY

All applications must be submitted online through the Australian Volunteers Program website. If you have not already done so, you will need to register on our website prior to applying. For more information about how to apply, please visit:

<https://www.australianvolunteers.com/volunteering/how-it-works>

We actively support and encourage people of all backgrounds and abilities to volunteer internationally, and aim to make the program as accessible and inclusive as possible. The program has a dedicated Indigenous Programs Coordinator to support Aboriginal and/or Torres Strait Islander volunteers, who can be contacted at indigenouspathways@australianvolunteers.com. Access and inclusion plans are available for volunteers with disabilities, to ensure their assignments and living and working arrangements are made more

Personal circumstances

Due to security, cultural, legal or visa restrictions associated with this location, we ask that applicants disclose:

- If they want their same-sex partner to accompany them on assignment.
- If they want their partner, to whom they are not legally married, to accompany them on assignment.
- If they want their child(ren) to accompany them on assignment.
- If they have a criminal conviction where a criminal conviction may be relevant to the inherent requirements of the assignment.