

# PLAN INTERNATIONAL UK JOB PROFILE

<b>Job Title</b>	Deployable Emergency Programme Manager
<b>Department</b>	Programmes
<b>Unit (if appropriate)</b>	Disaster Risk Management Unit (DRMU)
<b>Grade</b>	2
<b>Salary</b>	£45,291 per annum plus allowances whilst deployed
<b>Contract type</b>	12 month fixed term contract, full time (34.5 hours per week)
<b>Location</b>	Although the role will be based in London, it will be deployed up to 60% of the time (often at short notice) to Country Offices to lead humanitarian operations.
<b>Reporting to</b>	Head of DRMU
<b>Responsible for</b>	Supervision of Country Office staff when deployed and as requested

## Overview of Department

Plan International UK is one of 20 national organisations which support programmes in over 50 developing countries in Africa, Asia and the Americas. Our strategy up to 2020 focuses our child-centred community development approach on child protection, education, economic security, Sexual and Reproductive Health and Rights, and WASH. In pursuit of these objectives we aim to strengthen our ability to bid for large grants, and build further support for our work in the UK.

The 60-person Programmes Department supports these aims by ensuring that Plan UK has coherent, relevant and innovative programme needed to realise Plan's mission, and more generally help promote awareness of Plan's work. We work with Plan Country Offices to design and deliver high quality project proposals, and raise the funds needed to implement them. We manage grants secured, ensuring that project monitoring and evaluation is carried out effectively, and that reports are submitted to donors in compliance with the increasingly exacting standards they set. More widely, and in close cooperation with Plan International Headquarters, the UK Programmes Department supports Plan's global programme by working across the organisation to share lessons learned, support with the development of policy and advocacy positions, contribute towards publications and fundraising, and by presenting Plan's programme work to a range of audiences

Sitting within the Programmes Directorate, the Disaster Risk Management Unit (DRMU) supports Country Offices by helping them to design high quality programmes, and by raising the funds from institutional donors (particularly DFID, The European Union and UN agencies) needed to implement them. DRMU then oversees management of grants and contracts awarded, ensuring donor compliance, effective programme monitoring and evaluation, quality delivery and effective learning.

The unit works across the whole spectrum of disaster work from risk reduction through to recovery, working in collaboration with many of the major UK NGOs in consortia and as a DEC and START Network member dealing with rapid response, disaster risk reduction, and conflict sensitivity. It is also very active in key European humanitarian networks such as VOICE.

Plan's projects are evaluated and monitored regularly to assess just how effective they are in meeting children's needs. We fund our work through a multitude of sources: primarily by individual sponsors, grants from institutional donors, corporate partnerships and individual donors. Plan International UK is committed to strongly developing its disasters work and in time aspires to becoming a centre of excellence in its chosen specialisms.

### Job Purpose

The Deployable Emergency Programme Manager is a new and exciting position, which will make a major contribution to realising these ambitions through an enhanced surge capacity. The deployable ERM will also be a part of the Plan International surge capacity team and support the scale up of our emergency work in some of the most vulnerable and fragile contexts, such as South Sudan, Lake Chad or the Middle East. Between deployments, the post-holder will work on specific desk based tasks for Plan International UK, for instance tool development or training.

The purpose of the role is to:

- Support Plan International's country offices' response to specific humanitarian crises, particularly those that require scaling up. This will involve deploying (often at short notice and up to 60% of the time) to Country Offices
- Proposal development and programme management of humanitarian funding for Plan International.
- Building strategic and effective partnerships with key institutional donors such as DFID, OFDA, BPRM or ECHO but also with humanitarian actors present in the field.
- Management: during deployments up to 5 staff may report to the post holder and significant numbers of staff indirectly reporting. Typically technical specialists, finance, HR, logistics, communications/media and policy staff.
- Support the establishment of all logistics infrastructure, including timely mobilisation of financial, administrative and human resources functions (when required)

Key Duties	Key Activities
Programming (30%)	<ul style="list-style-type: none"><li>• Oversee the management of specific emergency programmes, ensuring response activities are in line with Plan International's standard policies and procedures.</li><li>• Lead on the development of specific humanitarian response strategies, clearly defining key priorities in line with Plan International's expertise.</li><li>• Lead and manage rapid needs assessments, ensuring a clear focus on the specific needs of children and in particular girls.</li><li>• Support the selection of local and international partner organisations, ensuring alignment with Plan International's approach and processes and programming priorities in humanitarian crises.</li><li>• Support programme technical specialists to ensure programmes are of high quality and have direct positive impact on children affected by crises.</li><li>• Ensure appropriate programme quality standards are used in the design and implementation of programmes, particularly SPHERE and its companion guides (such as Child Protection Minimum Standards and Minimum Standards for Education Preparedness, Response and Recovery (INEE)) and the Core Humanitarian Standards (CHS).</li><li>• Overall responsibility for preparation of quality reports and updates for different donors and Plan entities.</li><li>• When not deployed, support Plan International UK DRMU with proposal development, representation in humanitarian networks, tool development and humanitarian policy and advocacy.</li></ul>

Fundraising (30%)	<ul style="list-style-type: none"> <li>• Coordinate mobilisation of financial resources related to emergency activities;</li> <li>• Support the development of appropriate funding submissions to institutional donors, particularly DFID, ECHO, SIDA, USAID, etc.</li> <li>• Identify potential in-country funding opportunities such as UN agencies and submit strong funding proposals to these in collaboration with Plan International UK when possible.</li> <li>• Establish and maintain in country donor relationships especially with DFID and ECHO/EC.</li> </ul>
Representation & Advocacy & Organisational Learning (20%)	<ul style="list-style-type: none"> <li>• Ensure that Plan International's work is coordinated with efforts of other agencies and Government, and take a leadership role within Interagency Coordination forums, such as the education or child protection cluster, ensuring the specific needs of children are being addressed.</li> <li>• Take steps to document lessons learned, particularly those with a gender equality of adolescents girls focus, for wider dissemination.</li> <li>• In collaboration with senior programme staff, assist in advocacy activities that target decision makers at all levels.</li> </ul>
Capacity Building (20%)	<ul style="list-style-type: none"> <li>• Identify learning and training opportunities for Plan International staff and partners, conduct relevant trainings and work as a mentor and role model for less experienced staff.</li> </ul> <p>Oversee development of technical training material and/or tools that will improve aspects of our emergency response work.</p>

<b>General</b>	<ul style="list-style-type: none"> <li>• Be open to change and demonstrate a flexible and adaptable approach</li> <li>• Work collaboratively with other departments and be a supportive and effective team member</li> <li>• Ensure that all activities undertaken on behalf of Plan International UK, externally or internally, are executed in accordance with the overall aims of the organisation and in line with Plan's policies and procedures.</li> <li>• Participate in training and other activities as requested by the organisation.</li> <li>• Deliver high quality results in line with terms of reference, in a way which maintains the reputation of Plan International UK and Plan International Inc.</li> </ul>
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<b>Stakeholder and Customer Service</b>	<ul style="list-style-type: none"> <li>• Provide quality customer service to all our respective audiences and comply with Plan International UK's quality management protocols</li> </ul>
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<b>Awareness and Representation</b>	<ul style="list-style-type: none"> <li>• Commitment to Plan's position on promoting girls' rights and gender equality; and integrating this into all aspects of work.</li> </ul>
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Key Deliverables	Please Indicate A R or N/A
Manage humanitarian programmes in line with sector standards and donor compliance	R
Lead in the identification of funding opportunities and design of strong humanitarian programmes	R
Strong relationships built across the organisation and in particular with country offices' staff, plus cultivation of external relationships through participation in relevant humanitarian meetings, clusters, networking events, donor meetings, etc	R
Ensure appropriate technical support is provided to team members and country offices in compliance with good practice	R

Ensure key findings on current trends and developments in the humanitarian sector are shared in the team and integrated into programming	R
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**Decision Making Criteria:** A = Accountable, R = Responsible

<b>Level of Child Protection Responsibility</b>	High
<b>Level of Budgetary Responsibility</b>	Medium
<b>Key Working Contacts</b>	Department colleagues including: Programme Officers, Thematic Leads, Grants Finance, Heads of Unit, IH, NO, RO and CO staff

*This is not intended to be an exhaustive list. Your job description may be subject to change.*

## PLAN INTERNATIONAL UK PERSON SPECIFICATION

PERSONAL COMPETENCIES	
Competency Title	The successful candidate will be able to....
<b>Communicating with all stakeholders</b>	<ul style="list-style-type: none"> <li>Gain commitment from a wide range of people using advocacy, influencing and negotiating skills,</li> <li>Communicate the organisation's priorities efficiently and effectively. Ensure their team are kept up to date and informed of all relevant activities at all times.</li> <li>Participate willingly in cross departmental and organisation wide activities, supporting decisions promoting a constructive climate.</li> </ul>
<b>Working effectively and efficiently</b>	<ul style="list-style-type: none"> <li>Manages own workload to ensure delivery of the business plan. Evaluate conflicting priorities and ensures that the team they are supervising are able to manage their workload.</li> <li>Be creative in problem solving; able to analyse situations and to make complex decisions where problem solving is not straight forward.</li> <li>Reach clear conclusions based on an understanding of underlying issues.</li> </ul>
<b>Demonstrating Plan values</b>	<ul style="list-style-type: none"> <li>Keeps up to date with changes in their own area of responsibility and understands how the changes in the external environment may affect them.</li> <li>Ensures that impact is a feature of their work and maintains continuous monitoring, suggesting changes where appropriate.</li> </ul>

RELEVANT EXPERIENCE
The successful candidate will have experience of ....
Responding to humanitarian crises and emergencies in several contexts at field level as well as experience at HQ level
Field experience in designing and implementing emergency projects and programmes, plus a good understanding of gender issues and integration of gender in programming

Leading or participating in conducting need assessments, proposal development and budgeting, and humanitarian coordination
Supporting fundraising, recruitment and procurement.
Building strategic partnerships with donors and humanitarian actors and winning emergency funding from major humanitarian donors
Facilitating training and overseeing creation of training materials
Demonstrated experience of key practice and standards for humanitarian response such as SPHERE and CHS.

SPECIFIC SKILLS AND KNOWLEDGE	
The successful candidate will have the ability to....	The successful candidate will have knowledge of....
Demonstrate an awareness of child protection issues	Humanitarian contexts and application of humanitarian principles.
Demonstrate good analytical and problem solving skills	A post-graduate degree related to the sector, or significant equivalent experience in the humanitarian sector.
Transfer knowledge to the team, mentoring and motivating team members	The international humanitarian arena particularly related to coordination and funding.
Work under pressure, in sometimes stressful environments in-country	Proficiency in French and/or Spanish is highly desirable for this role.

<b>Date Created</b>	March 2017
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