

PLAN INTERNATIONAL UK JOB PROFILE

Job Title	Education in Emergencies Adviser (deployable)
Department	International Policy and Programmes
Unit (if appropriate)	Disaster Risk Management
Grade	2
Salary	£50,132 per annum plus allowances and expenses whilst on deployment
Contract type	12 months fixed term. Full-time.
Reporting to	Programme Manager, Disaster Risk Management
Responsible for	N/A – although may take on reporting responsibilities when on deployment
Location	UK, up to 60% deployable

Overview of Department

Plan International UK (PIUK) is a global children's charity. We work to give every child the same chance in life. In every child there's a spark of imagination, curiosity and ambition. But not every child is born with the same opportunities. When you face poverty or violence the odds are stacked against you. When you're a girl it's even harder to be safe, to be in school and to be in charge of your body. All children deserve an education, health care and clean water. All children deserve the chance to thrive. We're fighting so every child, especially every girl, knows their value. We're fighting so the communities they're growing up in – and the world around them – value them too. And if disaster strikes we're there to protect children, keep them learning and help them recover.

With regards to disaster risk management, of the 55 countries in the Plan network, around 30 are regularly affected by rapid onset or complex crises. Plan International UK is one of a number of support / fundraising offices that provide financial and programme support to the Plan country offices for humanitarian programming. The PIUK Disaster Risk Management Unit (DRMU) is a leader in the development of Plan's global disaster work and is committed to becoming a centre of excellence in key technical areas. The DRMU team aims to support country offices dealing with rapid onset and protracted disasters arising both from natural and complex causes.

The unit works across the whole spectrum of disaster work from risk reduction through to recovery. We fund our work through a multitude of sources: primarily by grants from institutional donors, corporate partnerships and individual donors. DRMU works in collaboration and consortia with many of the major UK NGOs and is an active member of the Disaster Emergencies Committee and START Network.

Job Purpose

The Education in Emergencies (EiE) Adviser is responsible for developing and driving Plan International UK's strategic direction in the EiE sector in order to ensure an increased portfolio of quality EiE programming. The EiE Adviser is also part of the Plan International surge team and supports the scale up of our emergency work by ensuring effective programme design and implementation. The role involves deploying up to 60% of the time, with some deployments up to 3 months. Between deployments, the post-holder will work on specific desk-based activities for Plan International UK, for instance strategy and proposal development, tool development or training.

The scope of the role includes: :

- Leading the development of Plan International UK's EiE portfolio, including a growing portfolio of Education Cannot Wait (ECW) programmes.
- Representing Plan International UK in internal and external EiE forums.
- Ensuring effective programme design and implementation of Education in Emergencies responses (where appropriate) in rapid onset as well as protracted crises.
- Supporting Plan International's Country Offices' response to specific humanitarian crises, including through deployments to support with proposal/strategy design, programme management, representation and capacity building.
- Ensure the promotion and integration of Education in Emergencies across the DRMU programme portfolio, and raising the profile of the organisation as a humanitarian EiE actor.

Key Deliverables	Key Activities
Programme Management (60%)	<ul style="list-style-type: none">• Lead on strengthening PIUK's global EiE programming; supporting quality education interventions – particularly for girls – across a range of humanitarian contexts.• Working closely with PIUK Programme Specialists, support Plan International Country Offices, throughout the project cycle to ensure quality design, implementation, monitoring and evaluation of projects; <p>While on deployment:</p> <ul style="list-style-type: none">○ Oversee the development and management of specific EiE programmes and proposals, ensuring response activities are in line with Plan International's standard policies and procedures and, in particular, Plan's Global Disaster Management Policy and Global Policy on Gender Equality and Inclusion.○ Lead and manage Education rapid needs assessments, with a particular focus on ensuring a clear focus on the specific needs of girls.○ Support and coach national programme technical specialists at country office level to establish, plan and monitor programmes that are of high quality, inclusive, gender responsive and have direct positive impact on children affected by crises.○ Ensure appropriate programme quality standards are used in the design and implementation of programmes, particularly INEE, SPHERE○ Support the preparation of quality reports and updates for

	<p>different donors and Plan International entities within the EiE sector if necessary.</p> <ul style="list-style-type: none"> ○ Support Country Office education specialists and staff to actively participate and represent Plan International within key government and education coordination bodies e.g. Education Cluster, Education Working Groups, with Ministry departments, etc.
Learning and Capacity Building (10%)	<ul style="list-style-type: none"> ● Design and deliver EiE training sessions to Plan International UK colleagues and to Plan International Country Offices as required. ● Design and coordinate research projects with education research partners. ● Present Plan International and other research findings to Plan UK and International colleagues, and to external actors. ● Continue to engage, and be up-to-date, with the latest education policy and research in order to provide colleagues with such research and to apply to Plan International's EiE programming.
Fundraising (20%)	<ul style="list-style-type: none"> ● Coordinate mobilisation of financial resources related to emergency activities while deployed and when in the UK office. ● Support the development of quality and successful EiE funding submissions to institutional donors, particularly to DFID, ECHO, and ECW. ● Identify and develop potential in-country funding opportunities, particularly with UN agencies and support the Country Office to submit strong funding proposals to secure funds. ● Support other departments in development of appeal messages and proposals to supporters, donors not directly managed by the DRMU, and other major and corporate donors.
Representation, coordination & influencing (10%)	<ul style="list-style-type: none"> ● Work with other Plan International National Offices to ensure strong coordination between organisations. ● Contribute towards Plan International's EiE and Inclusive Quality Education network and workplan to support Plan International's progress and lead in the sector. ● Represent Plan UK at EiE technical humanitarian and donor meetings as appropriate, including ECW CSO group ● Work closely with the Advocacy and Policy teams to convey and enhance key messages to external stakeholders and networks (e.g policy forums, Education Cannot Wait, No Lost Generation). ● Take steps to document lessons learned, particularly those with a focus on what works for girls, for wider dissemination. ● In collaboration with senior programme staff, assist in advocacy and research activities that target decision makers at all levels.

General	<ul style="list-style-type: none"> ● Ensure that all activities undertaken on behalf of Plan International UK, externally or internally, are in line with the overall aims of the organisation and with policies and procedures. ● Participate in training and other activities as requested.
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Awareness and Representation	<ul style="list-style-type: none"> ● Commitment to Plan's position on promoting girls' rights and gender equality and integrating this into all aspects of work. ● Commitment to safeguarding and to being confident and competent in meeting safeguarding responsibilities.
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Level of responsibility for safeguarding children and young people	High – managing projects with responsibility for supervising children or young people. An Enhanced DBS check will be required.
Level of Budgetary Responsibility	Medium

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

Date Created	June 2020
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PLAN INTERNATIONAL UK PERSON SPECIFICATION

PERSONAL COMPETENCIES	
Competency Title	The successful candidate will be able to....
Communicating with all stakeholders	<ul style="list-style-type: none"> • Gain commitment from a wide range of people using advocacy, influencing and negotiating skills, • Communicate the organisation's strategies and approaches efficiently and effectively. • Establish strong working relationships with colleagues from different functions and cultures. • Support team members to also communicate with beneficiaries, communities and authorities in an appropriate and transparent manner
Working effectively and efficiently	<ul style="list-style-type: none"> • Work accurately and efficiently to changing deadlines and targets, managing a wide and varied workload, using strong organisational skills and a keen eye for detail. • Be flexible and remain calm under pressure • Be proactive and able to seek opportunities and manage own workplan
Demonstrating Plan values	<ul style="list-style-type: none"> • Keeps up to date with changes in their own area of responsibility and understands how the changes in the external environment may affect them. • Ensures that impact is a feature of their work and maintains continuous monitoring, suggesting changes where appropriate.

RELEVANT EXPERIENCE	
The successful candidate will have experience of	
Designing and implementing Education in Emergencies strategies and programming, including conducting education needs assessments, proposal development, budgeting, and evaluations.	
Working in a range of humanitarian crises and contexts. Experience in level 5 emergencies and/or conflict and post-conflict settings desirable.	
Mainstreaming and targeting gender in education projects and ensuring gender-responsive and inclusive approaches	
Securing institutional funding and overseeing projects from major humanitarian donors and an understanding of institutional donors' requirements and operating styles	
Facilitating training and overseeing creation of training materials and programme tools which aid the delivery of effective and inclusive education programmes	
Experience advocating for EiE issues; experience advocating for protection and gender within education in emergencies interventions desirable	
Integrating Child Protection, cash and accountability into EiE programming	
Participating in Education Cluster and other coordination platforms at country level	
Working in challenging and stressful / high risk environments and low resource settings	

SPECIFIC SKILLS AND KNOWLEDGE	
The successful candidate will have the ability to....	The successful candidate will have knowledge of....
Demonstrate an awareness of child safeguarding issues.	The role of children in development and disasters work, particularly in relation to child rights and participation.
Provide technical guidance and thought leadership on EiE in proposals and programmes, particularly with a gender sensitive lens.	Good practice in relation to girls' education in fragile and conflict-affected contexts.
Ability to build strong working relationships with a wide range of stakeholders	Strong understanding of international humanitarian standards, INEE, and Child Protection Minimum Standards.
Apply good analytical skills and problem-solving skills to assess information on humanitarian issues, particularly tackling inequality and exclusion.	A post-graduate degree related to the sector, or significant equivalent experience in the humanitarian sector.

Demonstrate good communication skills and an ability to work collaboratively, including in cross-cultural settings.	Strong experience and knowledge of the Do No Harm and conflict sensitivity approaches.
Demonstrate staff capacity building and motivation skills through teamwork and networking, including with colleagues from different cultures and functions.	Extensive understanding of inclusive learning methodologies and EiE approaches throughout the humanitarian programme cycle
Travel at short notice to emergency contexts and undertake frequent travel to field sites, up to 60%, including longer-term deployments.	Programme monitoring and evaluation and learning approaches.
Write high quality funding submissions and donor reports.	
Speak and write fluently in English; French or Spanish desirable.	