

PLAN INTERNATIONAL UK JOB PROFILE

Job Title	Programme Specialist (Education in Emergencies)
Department	Programmes
Unit (if appropriate)	Disaster Risk Management Unit (DRMU)
Grade	3
Salary	£38,771 per annum
Contract type	Permanent, full time (34.5 hours per week)
Location	London (UK) with 30% of the time travelling to Country Offices
Reporting to	Programme Manager

Overview of Department

Plan International UK is an independent development and humanitarian charity that advances children's rights and equality for girls. We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. And it's girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children. We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. We have been building powerful partnerships for children for 80 years, and are now active in more than 70 countries. By 2022 we want to help 100 million girls learn, lead, decide and thrive.

The 65-person Policy and Programmes Directorate supports these aims by ensuring that Plan International UK delivers the highest quality policy and programmes. This is an exciting time to join as we implement a range of ambitious plans designed to make us 'the' best among our peers. We want to be known for our expertise in girl's rights and youth, highly-competitive in Education, Economic Security, Child Protection, Sexual Reproductive Health and Rights (SRHR) and Water, Sanitation and Hygiene (WASH), and be seen as an ambitious, quickly expanding player in the humanitarian space. We constantly enhance programme quality and effectiveness, raise income from institutional donors (like the British Government), and drive change through setting and influencing policy agendas.

The Disaster Risk Management Unit works across the whole spectrum of disaster work from risk reduction through to recovery, working in collaboration with many of the major NGOs in consortia and as a DEC and START Network member, dealing with rapid response, disaster risk reduction, and conflict sensitivity.

Plan International UK is committed to strongly developing its disasters work and in time aspires to becoming a centre of excellence in Child Protection, Education and Disaster Risk Management. DRMU Programme Officers support our country offices in quality programme development and delivery, assisting with the development of strong donor relationships, and providing technical support for humanitarian work. In addition to their geographic focus each programme officer is expected to develop enhanced knowledge of one of the Units priority areas. Currently these are Gender, Child Protection, Accountability and Education.

Job Purpose	
<ul style="list-style-type: none"> • Support the development of Plan International UK's disasters and emergencies portfolio as part of the Disaster Risk Management Unit, with particular responsibility for ensuring the promotion of Education in Emergencies across the DRMU programme portfolio, including programming that addresses disaster risk, and strengthening community resilience. • Development and management of a significant part of Plan International UK's disasters grants portfolio, and raising the profile of the organisation as a humanitarian actor. • Work across various areas, including grant management, programme development, and relationship building both internally and externally to Plan International UK. • Act as a resource for the international organisation, providing support to disaster response on a deployment basis if required. • Ensure a good flow of information to other departments within Plan International UK, particularly related to issues of Education equality and equity, as the Education in emergencies focal point for the DRMU. 	

Key Deliverables	Key Activities
Portfolio Management (60%)	<ul style="list-style-type: none"> • Be responsible for the management and growth of an allocated part of Plan International UK's disaster-related grant portfolio, including: • Identification of opportunities and calls for proposals, particularly through specific and targeted research into new opportunities. • Supporting Plan country offices in developing and submitting high quality proposals (overseeing consultants where necessary). • Negotiation and approval of contracts. • Start-up workshops for projects as feasible and appropriate. • Monitoring of project progress through field trips, close communication with project staff, monitoring of expenditure, communication with donors and problem solving. • Assessment of training needs in countries. • Supporting countries in developing submitting high quality reports (narrative and financial). • Supporting financial accountant in the processing of all grant claims and payments, ensuring reconciliation with Plan systems. • Supporting the dissemination of relevant final evaluations. • Maintaining electronic and hard-copy files for all grants, in line with established systems. • Ensuring project financial reports are updated in information systems.
External relationships (5%)	<ul style="list-style-type: none"> • Represent Plan International UK at humanitarian / disasters meetings as appropriate, particularly including significant donor meetings and participation in strategically important liaison networks. • Ensuring that Plan's reputation as professional disasters actor is enhanced in all representation / liaison activities.
Cross-departmental responsibilities (10%)	<ul style="list-style-type: none"> • Contribute to the implementation of Plan UK's Disaster Risk Management (DRM) strategy as required. • Support the Programme Manager, and Head of Unit working with other departments to establish roles and responsibilities in emergency response, and identifying and implementing systems for ensuring adequate organisational preparedness for disaster management. • Support other departments in development of appeals and proposals to supporters, donors not directly managed by the DRMU, and other major and corporate donors.

Relationship with Plan International (5%)	<ul style="list-style-type: none"> • Support the Head of Unit to contribute to Plan International's growth as a disaster management actor. • Be available to be part of Plan International's disaster response efforts as requested, at times travelling at short notice and acting in post-emergency programme/grant management roles for periods of up to three months.
Education in Emergencies (20%)	<ul style="list-style-type: none"> • Act as focal point for Education in emergencies for the DRMU, linking the unit's work with the rest of the programme department, Plan International and other stakeholders interested in Education in emergencies. • Act as a focus point for Education in emergencies in external forums in collaboration with Plan International UK and Plan International Education Advisers, and work closely with the Advocacy and Policy teams to convey and enhance key messages to external stakeholders (eg policy forums) • Keep the DRMU team updated on thematic developments in the field of Education in emergencies, by providing executive summaries of key policies and research documents and disseminating guidelines and best practices • Provide technical advice and support to the DRMU and at times other programme units when they are working on DRM related projects. • Promote effective Education in emergencies mainstreaming in all DRMU projects • Work with the DRMU team and Plan International's Education in emergencies experts to design specific Education in emergency projects. • identify funding opportunities for Education in emergencies projects • Design and deliver short training sessions on the subject of Education in emergencies to Plan International UK colleagues and to Plan Country Offices as required. • Oversee Plan International UK's Education in emergencies projects and carry out monitoring visits to Country Offices to ensure that existing standards and global guidelines for Education Equality are properly implemented in projects. • Contribute to the development of capacity and expertise within the Education Equality sector in collaboration with Plan International UK and Plan International Education Equality Advisers

General	<ul style="list-style-type: none"> • Ensure that all activities undertaken on behalf of Plan International UK, internally or externally, 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 children's rights and gender equality, and integrating this into all aspects of work • Commitment to child safeguarding and to being confident and competent in meeting safeguarding responsibilities
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Level of Child Protection Responsibility	Medium - Has responsibility for ensuring Child Protection procedures or policies are adhered to.
Level of Budgetary Responsibility	Medium – The Programme Officer will design budget and monitor financial expenditure with the support of the Finance Department

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

Date Created	August 2017
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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"> • Communicate effectively with the ability to adapt styles to meet the needs of different audiences both tactfully and diplomatically. • Represent Plan externally with a high degree of professionalism • Be able to motivate and influence others, and negotiate effectively with a wide range of stakeholders
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
Demonstrating Plan values	<ul style="list-style-type: none"> • Be an enthusiastic and efficient member of a team and build and maintain good relationships with team members

RELEVANT EXPERIENCE

The successful candidate will have experience of

Designing and implementing disasters projects and/or DRR programming with a particular focus on Education
Winning funding and overseeing projects from major humanitarian donors and an understanding of institutional donors' requirements and operating styles
Working through partners to raise and manage major donor grants
Developing and overseeing grant funded programmes across all phases of the programme cycle.
Humanitarian Field work and working in challenging and stressful / high risk environments
Experience in integrating and evidencing accountability in programming

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	The role of children in development and disasters work, particularly in relation to child rights and participation

Speak and write fluently in English and French or Spanish	Two or more of the sectors in which Plan works: Health, Education, Shelter, Water and Sanitation, Livelihood, Food security, Nutrition, Protection, Sexual, Reproductive Health, and HIV/AIDS, DRR
Establish strong working relationships with colleagues from different functions and cultures	Word and Excel to at least intermediate level
Undertake frequent travel to field sites, including deployments.	Administrative systems and processes
Apply good analytical skills and problem solving skills and assessing information on humanitarian issues	Education in emergencies mechanisms and the international legal / policy framework related to education in emergencies.
Manage a complex and varied workload, often to tight deadlines	Good understanding of Education issues and integration of Education in programming

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