

PLAN INTERNATIONAL UK JOB PROFILE

Job Title	Programme Specialist – Education in Emergencies
Directorate	International Programmes
Unit	Humanitarian unit (HU)
Grade	3
Salary	£42,297 per annum
Hours	34.5 per week (full-time)
Contract type	Fixe term – until September 2023 (with possibility to extend)
Location	UK based working from our offices near Old Street, London. From September 2021 we will be moving to a hybrid working model, where staff will split their time between working at home and in the office – dependent on government advice and restrictions.
Reporting to	Senior Programme Manager
Responsible for	N/A

Overview of Department

Plan International strive to advance children's rights and equality for girls all over the world.

Working together with children, young people, our supporters and partners, we're tackling the root causes of gender inequality and child poverty. We've been building powerful partnerships for over 80 years, and we're now active in more than 70 countries.

The International 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 and Sexual Reproductive Health and Rights (SRHR), 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 Humanitarian unit (HU) 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 Gender, Child Protection, Education and Disaster Risk Management.

Job Purpose

Over the past years the HU team has grown significantly in size and has increased the number of countries where it supports programmes and accompanying project portfolio. The Programme Specialist will focus specifically on supporting country operations in West and Central Africa, the Middle East, Latin America and the Caribbean.

The role supports the overall objectives of the Humanitarian Unit by developing and managing a significant part of Plan International UK's disasters grants portfolio, and raising the profile of the organisation as a

humanitarian actor. The post holder will oversee a project portfolio and work to support country, regional colleagues and UK-based colleagues in high-quality project development, submission and reporting, providing technical input and guidance on a diverse set of donors as well as ongoing support through the project cycle. They will work across various areas, including grant management, programme development, and relationship building both internally and externally to Plan International UK.

The Programme Specialist will also provide technical advisory support to Education in Emergencies projects and initiatives and represent Plan International UK in Education in Emergencies networks.

This role is based in London (UK) with up to 30% of the time travelling to Plan Country Offices (subject to current travel restrictions being lifted).

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 close communication with project staff, monitoring of expenditure, communication with donors and problem solving, and travel to country offices as required. • Assessment of training needs in countries. • Supporting countries in developing and 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.
Education in Emergencies (20%)	<ul style="list-style-type: none"> • Act as technical lead for (EiE) for the HU, mainstreaming EiE across HU projects, linking the unit's work with the wider International Programmes Department, Plan International and other internal Plan International UK stakeholders interested in Education in Emergencies. • Work with the HU team and Plan International's Education in Emergencies experts to design specific Education in Emergencies projects. • Act as a focus point on the subject in external forums in collaboration with other Plan International Education specialists and work closely with the Advocacy and Policy teams to convey and enhance key messages to external stakeholders (e.g policy forums). • Keep the HU team updated on thematic developments in the field of EiE, by providing executive summaries of key policies and research documents and disseminating guidelines and best practices. • Design and deliver short training sessions on the subject to Plan International UK colleagues and to Plan Country Offices as required. • Oversee Plan International UK's EiE projects and carry out monitoring visits

	<p>to Country Offices to ensure that existing standards and global guidelines for EiE are being effectively implemented.</p> <ul style="list-style-type: none"> • Contribute to the development of capacity and expertise within the Education sector, in collaboration with Plan International UK and Plan International Education Equality Advisers.
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 a humanitarian response 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 Humanitarian strategy as required. • Support the Senior 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. • Work in collaboration with other units such as the MERL and development teams. • Support other departments in development of appeals and proposals to supporters, donors not directly managed by the HU, 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.

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
----------------	--

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 the safeguarding of children and young people and to being confident and competent in meeting safeguarding responsibilities
-------------------------------------	---

Level of responsibility for safeguarding children and young people	<p>Medium – Direct contact with children, young people or programme participants frequently.</p> <ol style="list-style-type: none"> 1. Act as a role model representing Plan International's commitment to non-discrimination and safeguarding 2. Report safeguarding concerns in a timely manner and co-operate in investigations as appropriate 3. Understand the relevance of safeguarding to their role and make sure they mainstream safeguarding in their work in order to fulfil Plan's duty of care
Level of Budgetary Responsibility	<p>Medium – The Programme Specialist will design budget and monitor financial expenditure with the support of the Finance Department</p>

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

Date Created	November 2022
---------------------	---------------

PLAN INTERNATIONAL UK PERSON SPECIFICATION

Knowledge, Skills, and Experience

Experience of designing and implementing humanitarian and DRR-resilience projects with proven ability to develop and oversee grant funded programmes across all phases of the programme cycle.

Experience of successfully securing and overseeing projects from major humanitarian donors (such as FCDO, DEC, Start Network, UN) and an understanding of institutional donors' requirements and working in consortium in the context of humanitarian funding

Knowledge and experience of designing and implementing Education in Emergencies programmes

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

Either Spanish or French language skills (desirable) – French preferred

Proficient in the use of Word and Excel to at least intermediate level

Able to work accurately and efficiently managing a wide and varied workload, often to tight deadlines, using strong organisational skills

Able to communicate effectively and adapt styles to meet the needs of different audiences both tactfully and diplomatically

Able to demonstrate a commitment to [Plan International UK's values](#) and to feminist leadership principles and role model these in all aspects of your work