

PLAN INTERNATIONAL UK JOB PROFILE

Job Title	WASH Programme Specialist
Department	Policy and Programmes
Unit (if appropriate)	Development Programmes Unit (DPU)
Grade	3
Salary	£42,170 per annum (for full time)
Contract type	Permanent, full time (34.5 hours per week) or part time (28 hours a week)
Reporting to	DPU Senior Manager Strategic Programmes

Overview of Department

Plan International UK is one of Plan International's 21 national offices which support development programmes in 50 countries in Africa, Asia and the Americas. Our new strategy focuses our child-centred community development approach on child protection, education, economic security, sexual and reproductive health, and children's rights. In pursuit of these aims we aim to deepen our disaster risk management capacity, build our ability to bid for large grants and tenders, refresh our sponsorship and diversify individual giving, and build further support for our work in the UK.

The Policy and Programmes Department supports these aims by ensuring that Plan International UK has the coherent, relevant and innovative programme needed to realise Plan International's mission. More widely, the Policy and Programmes Department supports Plan International's global programmes and promotes awareness of Plan International's work by working across the organisation to share lessons learned, support the development of policy and advocacy positions, contribute towards publications, and by presenting Plan International's programme work to a range of audiences.

Sitting within the Policy and Programmes department, the Development Programmes unit (DPU) supports Country Offices by helping them to design high quality programmes, and by raising the funds from institutional donors needed to implement them. PPD then oversees management of grants and contracts awarded, ensuring donor compliance, effective programme monitoring and evaluation, quality delivery and effective learning.

Plan International is one of three lead suppliers on the £100m DFID WASH Results Fund. The WASH Results programme (SAWRP) employs a finance mechanism following principles of 'Payment by Results' whereby Plan International receives payment only upon independent verification of reported results agreed with DFID. A project extension has been approved to build on the work carried out to date and focus on working in communities through Plan International and WaterAid in Bangladesh.

Job Purpose

- Provide support to the implementation of the SAWRP extension in Bangladesh and deliver results on time and to the required standard.
- Facilitate the production of high quality SAWRP II minimum technical standards and support to the implementation of SAWRP II to deliver and report on results on time and to the required standard;
- Develop a SAWRP II learning agenda and support SAWRP II partners to identify and document relevant learning with an aim to continue to improve SAWRP programming and influence Plan and the wider WASH sector.
- Manage SAWRP II research and learning partnerships, contracts and budgets.

- Support the ongoing project and risk management alongside the Programme Manager.

The role sits in the SAWRP team which in turn is part of the Development Programmes Unit and will involve working closely with the London based WASH Technical Specialist.

You will be required to undertake travel to Bangladesh (up to 15% of the time) for programme visits

Key Deliverables	Key Activities
Quality WASH programme implementation	<ul style="list-style-type: none"> • Lead on technical minimum standards across SAWRP extension partners with a focus on sanitation and hygiene behaviour change, sustainability and 'leaving no-one behind' agenda. • Oversee the use of specific SAWRP budget lines for research and learning, and behaviour change development. • Lead the development and maintenance of new systems to ensure minimum standards are effectively documented and partners are supported to implement them. • Oversee and strengthen narrative reporting systems for partners • Identify and manage risks to achieving minimum technical standards.
Building the technical skills of relevant staff by working with them to ensure quality delivery of programmes	<ul style="list-style-type: none"> • Support stakeholders to reflect on and achieve the programme principles and technical workstreams. • Lead the prioritisation and sharing of current evidenced-based good practice and innovations and support partners to integrate them into programme implementation. • Identify the need for and provide technical support and bespoke capacity building on relevant WASH issues (especially sanitation and hygiene behaviour change) • Promote and support the transfer of learning approaches and systems developed for SAWRP into practical tools, guidance and training applicable to other Plan programmes and staff
Stakeholder coordination	<ul style="list-style-type: none"> • Provide timely and accurate inputs for reports to DFID and the Steering Committee for the project as required. • Maintain strong working relationships with the CCU Head, partner country directors, and consortium programme managers and technical staff, ensuring that programmatic responsibilities and reporting are respected across the consortium and risks elevated to relevant stakeholders appropriately • Maintain effective relationships between consortium partners to maintain positive partnership relationships and ensure consistent delivery standards. • Represent the SAWRP consortium in meetings with DFID, their independent verifier and, other WASH Results Fund suppliers.
Staff management	<ul style="list-style-type: none"> • Input to the performance management of the CCU Head/Learning and Technical Manager through liaison with the Country Director/CCU Head
Learning, networking and representing	<ul style="list-style-type: none"> • Together with relevant partners, take forward a programme learning agenda and coordinate regular learning/reflection initiatives for staff in Bangladesh and in the UK • Ensure that effective use is made of learning from programme monitoring and evaluation to strengthen programme delivery and inform wider practice in relation to WASH and adolescent girls • Coordinate the development of publications for internal and external

	<p>knowledge sharing</p> <ul style="list-style-type: none"> • Identify emerging issues around commercial contracting, payment by results and WASH programming, document best practices and inform organisational learning processes and policy formulation as relevant • Manage consultancies and associated budgets to ensure relevant and quality learning from SAWRP. • Establish and maintain clear contractual arrangements with SAWRP's learning and research service provider (WEDC) and consultants, within agreed operational, administrative and reporting requirements, updating existing contracts where appropriate. Advise on and provide content for the communications and media teams and ensure that SAWRP achievements and learning are communicated consistently to external audiences. • Support the development of WASH policy calls based on SAWRP learning and sector best practice. • Represent SAWRP activities externally as necessary (particularly in WASH technical forums), networking with appropriate stakeholders to share learning, strategic thinking and promote Plan UK. • Working closely with M&E colleagues, ensure that M&E processes applicable to SAWRP are informed by WASH technical guidance and best practice. • Proactively share knowledge and experience of SAWRP with Plan International Keep up to date with the major issues and solutions relating to WASH and children's rights in the developing world (particularly relating to adolescent girls) to identify new opportunities and apply new learnings as they arise.
Other Responsibilities	<ul style="list-style-type: none"> • Support the SAWRP Programme Manager to identify and manage technical risks • Liaise with and build effective relationships with other staff in the Policy and Programmes Department and other Plan departments, ensuring coherent planning and information sharing. • Be aware of and operate within relevant Plan International policies and approaches, including Child Protection, Child-Centred Community Development, and gender, governance and resilience mainstreaming. • Participate in regular team meetings and contribute to the overall smooth operation of the department • Participate in and contribute to Plan UK WASH meetings and support the promotion of WASH, in line with the Plan UK WASH Theory of Change, within Plan UK and Plan International • Undertake other tasks as requested
General	<ul style="list-style-type: none"> • Promote and support partners to prioritise learning, and adapt implementation based on evidenced-based WASH good practice • Work collaboratively with other departments and be a supportive and effective team member • Ensure that all activities undertaken on behalf of Plan International UK, externally or internally, are executed in accordance with the overall aims of Plan UK in line with Plan's policies and procedures. • Participate in training and other activities as requested.
Stakeholder and Customer Service	<ul style="list-style-type: none"> • Provide quality customer service to all our respective audiences and comply with Plan International UK's quality management protocols

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 • Promote positive and consistent messaging of Plan International to enhance Plan International’s reputation as a credible, reliable partner in development • Represent the Programme Department and the organisation effectively, specifically to partners, institutional donors and in various fora.
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Level of Child Protection Responsibility	<ul style="list-style-type: none"> • Medium - Have responsibility for ensuring Child Protection procedures or policies are adhered to.
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Level of Budgetary Responsibility	<ul style="list-style-type: none"> • Medium - Posts have delegated or functional responsibility of budgetary control
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Key Working Contacts	<ul style="list-style-type: none"> • Department colleagues including other SAWRP team members, Programme Officers, Thematic Leads, Learning Adviser; Heads of Unit, Grants Finance staff, Country Directors and grants and programme staff in Plan Country Offices and Regional Office. • SAWRP consortium partners and learning service providers
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This is not intended to be an exhaustive list. Your job description may be subject to change.

Date Created	July 2018
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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"> • Use a high level of communication skills, both written and verbal, in technical areas to foster partnerships and motivate others. • Negotiate with and influence a wide range of stakeholders. • Advocate for, persuade and influence decisions taken on programme implementation and learning. • Demonstrate confidence in presenting SAWRP work to a wider audience (including non-specialists). • Form constructive working relationships, including with people from diverse cultural backgrounds and within a multinational team; demonstrate flexibility and problem-solving skills in the face of unexpected challenges.
Working effectively and efficiently	<ul style="list-style-type: none"> • Work enthusiastically as part of a team and form effective and constructive working relationships across the whole organisation and wider network within the sector. • Work on their own initiative with a flexible attitude to work • Manage a wide and varied workload, using strong organisational skills • Make evidence-based decisions on technical elements of the programme and introduce new approaches and ways of working where appropriate • Create an environment where employees, stakeholders and partners work to improve the way things are done. • Take a proactive and flexible approach to maintaining and developing own knowledge and skill base. • Share information on best use of resources and suggest ways of improving this for the benefit of the broader organisation.
Demonstrating Plan values	<ul style="list-style-type: none"> • Be self-motivated, work accurately and efficiently to deadlines and targets managing a wide and varied workload • Demonstrate awareness of quality standards and take steps to improve service delivery, including value for money. • Contribute to the development and maintenance of high standards of service to others. • Assist the Programme Department in meeting organisational objectives.

RELEVANT EXPERIENCE

The successful candidate will have experience of

Experience of supporting and working on sizeable development projects, preferably including with DFID.

A post graduate (Masters or higher) qualification, or equivalent experience in a relevant WASH related discipline, and/or evidence of producing research and learning products in the WASH sector.

Experience of implementing and/or advising on programmes in developing countries aimed at having a positive impact on sanitation and hygiene behaviour change, promoting children's rights through WASH and monitoring and evaluating the outcomes.

Skilled in designing and delivering training related to WASH and behaviour change.
Lived and worked in developing countries for international or local civil society organisations for a significant period.
Worked with institutional donors, corporate partners, private sector, fundraisers and policymakers would be advantageous.

SPECIFIC SKILLS AND KNOWLEDGE	
The successful candidate will have the ability to....	The successful candidate will have knowledge of....
Understand the broader development context and how WASH contributes to the achievement of development outcomes	A high level of specialist and current knowledge of best practice in WASH policy and programming in support of children and adolescent girls
Keep up to date with wider development and WASH issues to be able to spot new trends, developments and learning as they arise.	Monitoring and evaluating the outcomes of WASH programmes using participatory M&E approaches
Apply gender analysis to WASH issues	Different approaches to identifying, capturing and disseminating learning
Communicate technical/ specialist issues to non-specialist audiences in writing and presentation	Conducting analysis of data and reports to identify key issues
Use strong advocacy, negotiation and persuasion to facilitate consortium-wide cooperation and support	Child Protection/participation, (principles of UN Convention on the Rights of the Child)
Adapt and work effectively with a variety of situations and work in multinational teams	Knowledge of spoken Bangla would be an added advantage
Facilitate workshops and training for project teams and partners	
Effectively manage contracts, agreements and budgets	

Date Created	July 2018
Date last Updated	Dec 2019