

# PLAN INTERNATIONAL UK JOB PROFILE

<b>Job Title</b>	Programme Specialist
<b>Department</b>	International Policy and Programmes
<b>Unit</b>	Disaster Risk Management Unit
<b>Grade</b>	3
<b>Salary</b>	£40,735 per annum
<b>Contract type</b>	Full time (34.5 hours per week), fixed term contract until April 2020
<b>Reporting to</b>	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 70+ 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.

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. The Disaster Risk Management Unit (DRMU) 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. DRMU Programme Specialists 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 Specialist is expected to be the team's technical lead and reference point of one of the Unit's priority areas. Currently these are Gender, Child Protection in Emergencies, Accountability and Education in Emergencies (EiE).

## Job Purpose

- Support the development of Plan International UK's disasters and emergencies portfolio as part of the Disaster Risk Management Unit, including programming that addresses disaster risk, and strengthening community resilience.
- Develop and manage a significant part of Plan International UK's disasters grants portfolio,

and raise 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.
- Depending on the knowledge and experience of the successful candidate, the role may also act as the focal point for Education in Emergencies, ensuring a good flow of information to other departments related to aspects of programme learning, quality and policy around this subject.

The job is based in London but will require travel to Country Offices for approximately 25% of the time.

Key Deliverables	Key Activities
<b>Portfolio Management (80%)</b>	<p>Be responsible for the management and growth of an allocated part of Plan International UK's disaster-related grant portfolio, including:</p> <ul style="list-style-type: none"> <li>• Identify opportunities and calls for proposals, particularly through specific and targeted research into new opportunities.</li> <li>• Support Country Offices in developing and submitting high quality proposals (overseeing consultants where necessary).</li> <li>• Negotiate and approve contracts.</li> <li>• Start-up workshops for projects as feasible and appropriate.</li> <li>• Monitor of project progress through field trips, close communication with project staff, monitoring of expenditure, communication with donors and problem solving.</li> <li>• Assess of training needs in countries.</li> <li>• Support countries in developing submitting high quality reports (narrative and financial).</li> <li>• Support financial accountant in the processing of all grant claims and payments, ensuring reconciliation with Plan systems.</li> <li>• Support the dissemination of relevant final evaluations.</li> <li>• Maintain electronic and hard-copy files for all grants, in line with established systems.</li> <li>• Ensure project financial reports are updated in information systems.</li> <li>•</li> </ul>
<b>External relationships (5%)</b>	<ul style="list-style-type: none"> <li>• Represent Plan International UK at humanitarian / disasters meetings as appropriate, including Education in Emergencies meetings, significant donor meetings and participation in strategically important liaison networks.</li> <li>• Ensuring that Plan International UK's reputation as professional disasters actor is enhanced in all representation / liaison activities.</li> </ul>
<b>Cross-departmental responsibilities (10%)</b>	<ul style="list-style-type: none"> <li>• Contribute to the implementation of Plan International UK's Disaster Risk Management (DRM) strategy as required.</li> <li>• Support the Programme Manager and Head of Unit, working with other departments to establish roles and responsibilities in emergency response, and identify and implement systems for ensuring adequate organisational preparedness for disaster management.</li> <li>• Support other departments in the development of appeals and proposals to supporters, donors not directly managed by the DRMU, and other major and corporate donors.</li> </ul>

<b>Relationship with Plan International (5%)</b>	<ul style="list-style-type: none"> <li>• Support the Head of Unit to contribute to Plan International's growth as a disaster management actor.</li> <li>• 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.</li> </ul>
--	---

<b>General</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Participate in training and other activities as requested</li> </ul>
----------------	---

<b>Awareness and Representation</b>	<ul style="list-style-type: none"> <li>• Commitment to Plan's position on promoting children's rights and gender equality, and integrating this into all aspects of work</li> <li>• Commitment to child safeguarding and to being confident and competent in meeting safeguarding responsibilities</li> </ul>
-------------------------------------	---

<b>Level of Child Protection Responsibility</b>	Medium - Has responsibility for ensuring Child Safeguarding procedures or policies are adhered to. As this role will travel to programmes in country, a Basic Disclosure and Barring Service (DBS) check will be required.
---	--

<b>Level of Budgetary Responsibility</b>	Medium – The Programme Specialist 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.*

<b>Date Created</b>	August 2019
---------------------	-------------

# 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>• Communicate effectively with the ability to adapt styles to meet the needs of different audiences both tactfully and diplomatically.</li> <li>• Represent Plan International UK externally with a high degree of professionalism</li> <li>• Be able to motivate and influence others, and negotiate effectively with a wide range of stakeholders</li> </ul>
<b>Working effectively and efficiently</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Be flexible and remain calm under pressure</li> </ul>
<b>Demonstrating Plan values</b>	<ul style="list-style-type: none"> <li>• Be an enthusiastic and efficient member of a team and build and maintain good relationships with team members</li> </ul>

## RELEVANT EXPERIENCE

The successful candidate will have demonstrable experience of ....

Designing and implementing disasters projects and/or DRR programming

Developing proposals, winning funding and overseeing projects from major humanitarian donors (eg DFID, ECHO, UN) plus 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

Integrating and evidencing accountability in programming

Experience in designing and delivering Education in Emergencies projects is desirable

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; skills in spoken and written French or Spanish are desirable	Disaster Risk Management programming, issues and its integration in broader programming
Establish strong working relationships with colleagues from different functions and cultures	At least one of the sectors in which Plan International UK works: Child Protection, Education (in Emergencies), Sexual and Reproductive Health, DRR, Water and Sanitation, Livelihood, Food security, Protection, or HIV/AIDS.
Undertake frequent travel to field sites, including deployments.	Word and Excel to at least intermediate level
Apply good analytical skills and problem-solving skills to humanitarian issues	Administrative systems and processes
	Knowledge of Education in Emergencies mechanisms and the international legal / policy framework related to Education in Emergencies is desirable