



## Job Description and Person Specification

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive and you will be expected to undertake such duties as may be assigned to you by ActionAid from time to time. Staff are expected to be flexible in their work in order to deliver the objectives of the organisation.

<b>Job title</b>	Emergencies Programme Manager
<b>Contract type</b>	Permanent
<b>Grade/starting salary</b>	Grade 5 / £35,098
<b>Reporting to</b>	Head of Programme Funding
<b>Direct reports</b>	No

### Context

Are you passionate about making a real difference?

As part of the global ActionAid family, we are helping to build a fair and just world where everyone can claim their rights. To achieve this we work with local people in more than 45 countries to fight hunger and disease, seek justice and education for women, hold companies and governments to account and help communities cope with emergencies.

In the UK our role is to raise funds to carry out programme work internationally, to motivate and engage our supporters and the general public and to campaign for change. We are a value driven, forward thinking organisation, focused on achieving long-term change through supporting our partners to make a sustainable difference.

### Purpose of the Role

The Emergencies Programme Manager will be responsible for providing institutional oversight of ActionAid's membership of and accountability to the DEC. The post holder will ensure the effective grant management of DEC funding to ActionAid and play an active role in providing support and guidance to country programmes, and relevant functions within the AAI secretariat, throughout programme design, monitoring and reporting processes, coordinating the input of all involved. The Emergencies Programme Manager will also lead on ActionAid's access to and management of funds from DFID's Rapid Response Facility, in coordination with the Humanitarian Programme Manager.

### Key tasks and responsibilities

Provide institutional oversight of ActionAid's membership of and accountability to the DEC	<b>Manage Disasters Emergency Committee (DEC) Relationship:</b> <ul style="list-style-type: none"><li>Act as central point of contact with the DEC: strategically act on information from the DEC or decide where to pass it to appropriate people; provide information to the DEC or coordinate others; ensure that a system is functioning so that people in other parts of AAI understand their responsibilities and the technical procedures with respect to the DEC and DEC appeals, and ensure that the DEC know who holds those responsibilities</li><li>Represent ActionAid at DEC events e.g. AGM</li></ul>
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Emergencies Programme Manager

	<p><b>Appeals:</b></p> <ul style="list-style-type: none"> <li>• Being the primary link for information during appeals: keep in contact with country programmes and the Emergencies and Conflict team during emergencies, receive their information and make sure that it is available to anybody who needs it.</li> <li>• Teleconferences – participate as necessary in DEC convened teleconferences</li> <li>• Co-ordinating activities of all those with responsibilities during appeals: provide information wherever it is needed; convene co-ordination meetings with other AAUK staff involved in DEC work (media/fundraising/finance/policy)</li> <li>• Training and inducting country based staff as necessary on function and processes of DEC when there is a new appeal to ensure country is familiar with DEC/processes and requirements</li> </ul> <p><b>Proposal development:</b></p> <ul style="list-style-type: none"> <li>• Provide support to the Programme Funding Manager (Emergencies), and where required lead on producing DEC proposals and budgets working in close collaboration with AA Country Programmes and other AAI stakeholders.</li> </ul> <p><b>Grant Management Support</b></p> <ul style="list-style-type: none"> <li>• In liaison with the Programme Funding Manager (Emergencies), ensure AA Country Programmes are well informed of donor contractual and reporting requirements (including delivery of inception workshops in-country)</li> <li>• Provide support to AA Country Programmes to produce DEC narrative and financial reports to a high standard</li> </ul> <p><b>Monitoring/Evaluation/Learning</b></p> <ul style="list-style-type: none"> <li>• Lead on the Annual DEC Accountability Framework Audit, coordinating information from across all country programmes and meeting the auditors' needs.</li> <li>• Advise countries on monitoring and evaluation processes necessary to meet DECAF requirements</li> </ul>
<p>Support efforts to secure and manage humanitarian funding from DFID</p>	<ul style="list-style-type: none"> <li>• Coordinate ActionAid's access to and management of Rapid Response Facility (RRF) funding</li> <li>• Support the successful implementation of the ActionAid's Humanitarian Funding Strategy</li> <li>• Work with the Humanitarian Programme Funding Manager to provide capacity building to Country Programme staff where required in order to ensure preparedness for the RRF</li> </ul>

Project Manage the operationalisation of the Emergency Task Force (ETF) and Emergency Monitoring Sub-Group	<ul style="list-style-type: none"> <li>Project manage the Emergency Task Force (ETF), including: chairing the emergency monitoring sub-group; coordinating ETF meetings and supporting decision making through providing up to date information on emergencies; and manage the ETF phone tree and communications plan</li> </ul>
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## Person Specification

<b>Knowledge and Experience</b>	
<i>Essential</i>	<i>Desirable</i>
Demonstrable experience in international development, preferably in fundraising and/or programmes	Experience of working with DEC grants
Experience of emergency funding mechanisms such as DEC and/or DFID	Experience of working within an international organisation and a good knowledge of issues relating to international poverty and the humanitarian sector
Experience of proposal development, grant management and reporting to donors	
Excellent formal and informal communication skills in multiple contexts	
Experience of coordinating complex information from a range of sources and countries, including liaising directly with country staff, to present information to donors in an appropriate format	
Experience of developing and analysing complex budgets and financial reports	
Demonstrable experience of facilitating training and other capacity building	
Ability to use a sophisticated database (knowledge of Raisers Edge preferable)	
Ability to contribute to and work with a team	
Ability to take initiative and be self managing	
A commitment to Action Aid's mission and values	
Willingness to travel, including to hostile environments	