Job Description

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| **Job Title** | Africa and Middle East Manager | | |
| **Job Band** | MSP | **Ref** | UKO51139 |
| **Department** | Partnership Development | Division | International |
| **Reporting To** | Head of Department | **Location** | UK Office, London |
| **Duration** | Permanent | Last Updated | 17 April 2012 |

## Context

The British Red Cross (BRC) helps people in crisis, whoever and wherever they are. We are part of a global voluntary network, responding to conflicts, natural disasters and individual emergencies. We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own communities. When the crisis is over, we help them to recover and move on with their lives. In the UK the organisation operates through 33,000 volunteers and 2,800 staff organised into 21 areas, which are grouped into 4 territories.

The international work of BRC is managed by an International Division of around sixty people based in the organisation’s UK Office in London and by staff employed overseas supporting BRC bilateral programmes, supporting partner national societies, or as delegates to the Federation and ICRC. The International Division consists of six departments:

* Partnership Development (management of relationships with national society partners).
* Disaster Management.
* Humanitarian Policy.
* Performance and Accountability.
* International Law.
* International Finance.

BRC has prioritised long-term support to national society partners’ programmes that aim to develop community and individual resilience. This includes support for health and care, disaster risk reduction and disaster preparedness activities. The Partnership Development (PD) department plays the central role in assisting partners to develop their capacities to deliver programmes in these areas. As such, organisational development is an integral part of our programme support. The department is currently supporting long-term programming in Africa, the Middle East, South Asia, East Asia and Central Asia. BRC currently has a field presence managed by PD, supporting partners’ long-term programming in East Africa, Southern Africa, South Asia and East Asia.

## Scope

Reporting to the Head of Partnership Development, the post holder is responsible for leading and managing our partnerships and programme support in Africa and the Middle East. This includes the development and implementation of BRC’s strategy for support in Africa and the Middle East and management of the Africa and Middle East programme management teams, both in the UK and overseas. The development of a regional strategy forms part of a wider international growth strategy at BRC, where we are seeking to extend the reach and impact of our international work through deepening our partnerships with the Red Cross / Red Crescent Movement (RCM) and scaling up programme support.

The Africa and Middle East Manager will work with the Head of Department (HoD) and other managers in the department to ensure that the department is well led and managed effectively, both operationally and strategically. S/he will work closely with other departments in the International Division to strengthen integrated ways of working and with other BRC divisions to ensure that BRC continues to innovate and develop its approaches to partnership, organisational capacity building and programme development. The post-holder will work with the Partnership Development Management Team to maximise the impact of departmental resources in the delivery of BRC’s corporate strategy, “Saving Lives, Changing Lives”. The Partnership Development Management Team comprises of:

* Head of Department
* Resilience Team Manager
* Asia Manager
* Africa and Middle East Manager

The post-holder will ensure the effective management of and accountability for BRC’s resources allocated to activities in Africa and the Middle East. S/he will also be a member of the extended divisional International Management Team.

## Overall Purpose of the Post

The Africa and Middle East Manager will build BRC’s relationships with RCM partners in Africa and the Middle East including national societies, the Federation and ICRC and seek to develop new partnerships and alliances. The post-holder will use his/her strong experience of humanitarian and development programmes to develop BRC’s strategy for supporting the RCM in Africa and the Middle East, seeking to build coherence and consistency in BRC’s activities and ensure maximum impact from the use of BRC’s resources. S/he will use his/her strong knowledge of humanitarian needs and vulnerabilities in these regions to develop BRC’s programme thinking and approach in Africa and the Middle East. Working closely with the HoD and the Resilience Team Manager, s/he will lead BRC in its commitment to build the resilience of vulnerable communities in Africa and the Middle East through a coordinated RCM response. S/he will seek to strengthen BRC’s support to RCM activities in the areas of community based health and disaster risk reduction that contribute to the development of resilient communities in Africa and the Middle East. The post-holder will ensure that our support focuses on areas within the RCM’s mandate and where BRC can add value to RCM’s work. The post-holder will ensure that BRC’s activities are informed by a rigorous analysis of the relevant operating contexts. S/he will help BRC to develop its external intelligence and focus attention on new and innovative ideas and practices emerging in the sector, or where critical thinking on future issues is taking place.

The post-holder will also use his/her strong experience of organisational capacity to assist BRC to focus and develop its responses to the organisational development and capacity building needs of partner national societies. Working closely with the HoD and the Organisational Development and Partnership Adviser, s/he will contribute to the development of effective and consistent approaches to these issues, building on learning from experiences in Africa and the Middle East. S/he will assist the Programme Managers in their assessments of the organisational development needs of partners, translating these needs into actions. The post-holder will seek to identify appropriate resources to address these needs, both within BRC and externally.

The Africa and Middle East Manager will work closely with colleagues in the Disaster Management department to ensure that BRC’s support for emergency response and recovery activities in Africa and the Middle East is informed by a strong contextual analysis and understanding of RCM capacities in the region. S/he will ensure effective collaborative team working within the Africa and Middle East Team, optimising opportunities to learn from BRC’s experiences across the regions.

Main Duties and Responsibilities

Strategy

* Develop BRC’s strategy for support to the RCM in Africa and the Middle East and ensure its consistency with BRC’s corporate strategy.
* Ensure that BRC’s strategic priorities in Africa and the Middle East are based on a strong analysis of vulnerability.
* Build BRC’s understanding of effective approaches to community resilience building and promote a coherent RCM approach to community resilience in Africa and the Middle East.
* Develop a consistent approach in Africa and the Middle East to partner national society capacity analysis, capacity building and organisational development.
* Seek to use learning from humanitarian practice to promote innovative approaches to issues of vulnerability in Africa and the Middle East.
* Collaborate with the Fundraising Division to secure the financial resources required to implement BRC’s strategy for Africa and the Middle East.
* Contribute to strategic decision making in the International Division through participation in the extended International Management Team.
* Represent the Africa and Middle East Team and BRC at important internal and external (DFID, RCM etc) forums.

Team Management and Development

* Lead and develop all members of the Africa and Middle East Team, both in the UK and overseas.
* Develop BRC’s capacity to implement its strategy for growth of support to the RCM in Africa and the Middle East.
* Lead the annual planning process within the Africa and Middle East Team, ensuring that plans reflect strategic priorities for the regions.
* Collaborate with the Disaster Management department to ensure that BRC’s support for emergency response and recovery activities in Africa and the Middle East is informed by a strong contextual analysis and understanding of RCM capacities.
* Ensure consistency and coherence in BRC’s support to RCM partners through participation in the Partnership Development Management Team.

Accountability

* Promote beneficiary participation and accountability as a key element of all programmes supported by BRC in Africa and the Middle East.
* Ensure that BRC’s resources are used effectively and accountably to provide maximum impact on the lives of vulnerable people in Africa and the Middle East.
* Work closely with other departments to manage our knowledge, ensuring that BRC continues to learn from its successes and failures and effectively communicates the results of its work.
* Maintain a high level of accountability to donors in all BRC supported activities in Africa and the Middle East.
* Support stakeholder engagement and understanding of programme issues.

Other

* Undertake international on-call duties as required.
* Undertake any other reasonable duties as delegated by the Head of Partnership Development.
* Uphold the Fundamental Principles of the Red Cross and Red Crescent Movement and work within the Society’s equal opportunities policy.

Person Specification

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| **Job Title:** Africa and Middle East Manager  **Ref:** UKO51139 **Band:** MSP | |
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| Education/ Training | Education to degree standard. |
| Experience | Essential \*\* Working for a humanitarian organisation at a strategic level.  \*\* Humanitarian assistance and international development which should include time spent overseas.  \*\* Building partnerships in developing countries.  \*\* Delivering high quality programmes for vulnerable people.  \*\* Developing accountability to and participation of beneficiaries.  \*\* Managing resources including monitoring partners’ use of programming resources.  \*\* Working with others within and across teams collaboratively to develop and implement plans and to capture, share and disseminate learning and knowledge.  \*\* Developing and leading people.  \*\* Building an environment of trust, openness and accountability for performance.  \*\* Remote management of multi-cultural and geographically dispersed teams. Desirable Working with the Red Cross Movement.  Developing funding proposals for donors including institutional donors such as DFID and the EU.  Involvement in recruitment and selection processes. |
| Knowledge/ Technical Skills | Essential \*\* Ability to strategise, execute, innovate and motivate colleagues.  \*\* Judgement based on problem-solving experience.  \*\* Strong interpersonal skills.  \*\* A strong understanding of vulnerability issues and development trends particularly in African and Middle East contexts.  \*\* Knowledge of good practice in capacity building and/or organisational development support to partner organisations.  \*\* The ability to analyse, synthesise and communicate information from diverse sources for a range of audiences.  \*\* Finance management skills.  \*\* Ability to develop innovative responses to challenges.  \*\* Ability to work with limited supervision and support.  \*\* Excellent written and verbal communication skills in English  \*\* Ability to analyse and distil financial and narrative information  \*\* Report writing skills to a variety of audiences. Desirable Knowledge of other languages an advantage.  Presenting in public skills.  An understanding of participatory approaches to development. |
| Competencies | Essential \*\* Planning and managing projects and activities  \*\* Business, finance and resource management  \*\* Analysis, decision-making and problem solving  \*\* Innovative and creative thinking  \*\* Managing and developing individuals  \*\* Responsibility for the well-being of others  \*\* Team working |
| Behaviours | Essential \*\* Uphold the Fundamental principles and act with integrity and in accordance with the Society’s values and obligations  \*\* Demonstrate flexibility and open mindedness  Recognise the implications of working within a charity and a voluntary organisation  Ensure equal opportunities and anti-discriminatory practice and promote diversity  Recognise and value the contribution of others  Take responsibility for own and team’s decisions and actions  Give feedback and support |
| Special Circumstances | \*\* Able to travel for up to 90 days per year and operate in a physically demanding working environment while doing so.  \*\* Willingness to work out of office hours when necessary  \*\* Prepared to work in situations of political insecurity |

**\***\*Minimum short-listing criteria. *N.B. All disabled candidates who meet these criteria must be short-listed for interview in line with our commitment under the two- tick symbol scheme*.