

JOB TITLE: Programme Manager, International Disaster Response

1. MAIN PURPOSE OF JOB

Responsible for managing and developing our overseas programme portfolio of disaster response activity and projects, built around our Christian ethos; including leveraging opportunities for growth in institutional funding alongside growth in the level of engagement from our internal staff and external supporter base.

2. POSITION IN ORGANISATION

- Reports to the Head of Programmes and Projects
 - Cooperates effectively with rest of the Programmes and Projects department
 - Coordinates productively with other SP UK departments
 - Collaborates closely and purposefully with partners, external donors and SP international field offices
 - Works closely with international SP offices: IHQ Disaster Response Unit, IHQ Regional Directors, IHQ Regional Managers, IHQ Technical Advisors, IHQ Awards Management Team and relevant Affiliate Office staff
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3. SCOPE OF JOB

- **Programme Management and Partner Support**
 - Coordinates immediate disaster response effectively with global organizational structure through established frameworks and protocol
 - Assists in monitoring and developing the capacity of humanitarian field partners in effective project delivery
 - Ensures adherence to appropriate and relevant governance guidelines and process for all humanitarian activity within this portfolio
 - Ensures effective delivery of humanitarian and post-humanitarian response results
 - Ensures effective financial management for all activity within this portfolio
 - Maintains robust records of humanitarian response activity, outputs and results
 - Manages and maintains active engagement with trained disaster response roster personnel to ensure effective and timely deployment when required
 - Facilitates lesson-learning and programme improvement through regular structured monitoring and evaluation (M+E), best-practice identification and clear dissemination to all partners for organizational learning and improvement
- **Programme Development and Growth**
 - Documents key organizational learning, including publication of evidence-based learning, results and recommendations
 - Assists in developing clear strategic direction for the future of this programme overseas and leading the organization to that end
 - Builds opportunities and develops creative proposals for collaboration with trusted and proven field partners
 - Expands (growth and diversification) institutional funding through strategically identifying, pursuing and exploiting key donor relationships, specific grant opportunities and humanitarian partnerships
 - Strategically develops disaster response roster expertise and response capacity in response to specific expressed global technical needs
- **Programme Coordination, Advocacy and Communication**

Job Description

- Builds awareness and commitment towards this programme with staff, volunteers, supporters, partners and donors in the UK
 - Maintains and develops effective working relationships with institutional donors to create passionate supporters of this programme
 - Leverages relationships with key strategic partners, networks and new donor prospects to generate excitement and opportunity for programme growth and roster development
 - Develops and builds trusting relationships with parliamentary networks: relevant Select Committees, All-Party Parliamentary Groups (APPGs) and organisations including the Overseas Offices (Commons and Lords).
 - Works alongside Members of Parliament, Members of the House of Lords and other House Departments to increase awareness and gain dedicated support for the work of Samaritans Purse UK and specifically the International Disaster Response Programmes.
 - Grows a support and funding base in key Government departments; namely the Cabinet Office, the Foreign and Commonwealth Office (FCO) and the Department for International Development (DFID).
 - Generates passionate support from key decision makers across a wide selection of stakeholders.
 - Presents and promotes with excellence the vision, values and achievements of Samaritans Purse UK and the International Disaster Response Programme.
 - Coordinates effectively with SP IHQ Disaster Response Unit, other SP offices and departments, and external partners/donors to ensure productive working relationships built on trust and respect
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4. DIMENSIONS & LIMITS OF AUTHORITY

- Manages budget for this overseas programme, upwards of £500,000 p.a.
 - Holds responsibility for reporting to key strategic donors and partners on the effectiveness of overseas programming, the cost and the impact of our work
 - Liaises closely with and represents SPUK to key strategic donors and partners, including the UK Government's Department for International Development (DFID)
 - Represents SPUK on international technical working groups in global SP structure and in external NGO/partner networks and forums
 - Represents the organisation to churches, volunteers, supporters, partners and donors as required, including media promotion and publicity events
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5. MENTAL ABILITY

- Intellect – Level 12 to 14 associated with a degree or post graduate qualification
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6. PROVEN ABILITY

- Previous overseas experience in disaster response and/or development contexts
- Experience in institutional fundraising, ideally relevant to the UK context
- Strong interpersonal skills and ability to communicate effectively with and win support of a broad cross-section of stakeholders
- Proven ability to establish and build strong working relationships with parliamentarians, Government Departments and other key influencers and decision makers.
- Previous experience in communicating complex and varied subject matter in an accurate, engaging and succinct manner to high level audiences.
- Ability to demonstrate practical understanding of humanitarian principles

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- Knowledge, understanding and experience in managing project- and programme-specific M+E systems
 - Experience using M+E to facilitate programme-wide learning, change and development
 - Strong people and project management skills, including cross-cultural skills
 - Strong administrative and computer skills, including ability to run spread-sheets, databases and maintain structured electronic filing systems
 - Strong financial awareness and understanding of financial reporting
 - Ability to multi-task effectively and make key strategic decisions efficiently
 - Self-motivator with strong positive attitude and desire for continuous improvement
 - Proven ability to prioritise own workload and work effectively in team
 - Proven accuracy, attention-to-detail and ability to work to deadlines
 - Theological understanding required, including commitment to Christ, discipleship, development and global mission
 - Ability and desire to participate in and help drive forward the prayer life of the organisation
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DUTIES & KEY RESPONSIBILITIES:

1	<p>Programme Management and Partner Support</p> <ul style="list-style-type: none"> ➤ Coordinates effective immediate disaster response through global organizational structure and within agreed protocols, i.e. Joint Venture Agreement (JVA) ➤ Takes a lead role in cross-departmental coordination through SPUK COBRA structure at the onset of major disaster response ➤ Maintains effective engagement with DART roster personnel to ensure effective quality and timeliness in all deployments ➤ Provides capacity-building support to partners in all relevant aspects of organizational, project and professional development to ensure excellence in programme delivery ➤ Ensures full organizational adherence to all relevant SPUK, IHQ, donor and humanitarian principles, guidelines, requirements and governance regulations ➤ Responsible for the effective management, assessment, design, reporting, monitoring and evaluation of this programme ➤ Works with partners to promote and document innovation and lessons learned, compiling best practice papers to highlight effectiveness, learning and impact in programming ➤ Ensures robust donor-compliant M+E systems are employed in this programme and rigorously implemented to evidence activities accomplished, results achieved and impact for learning ➤ Provides financial oversight, budget management and grant disbursement schedules for this programme, within JVA limits on immediate disaster response ➤ Provides regular donor reporting for projects within this programme 	30%
2	<p>Programme Development and Growth</p> <ul style="list-style-type: none"> ➤ Responsible for the on-going learning, development and strategic expansion of this programme ➤ Identifies, pursues and secures programme growth in discussion and strategic agreement with international field partners ➤ Secures expansion (growth and diversification) in institutional funding for new response activity within this programme through effective networking, building humanitarian partnerships and pre-qualification within key donor networks ➤ Invests in strategic growth and capacity-building of DART roster in line with key expressed technical needs of the global organisation ➤ Documents key lessons learned within this programme and strategically publishes learning to showcase organizational work and create opportunities for further expansion, learning and partnership ➤ Responsible for developing and maintaining best practice documentation, up-to-date engagement in policy, practice and knowledge within this programme ➤ Works with others to develop overall departmental programme strategies 	30%
3	<p>Programme Coordination, Advocacy and Communication</p> <ul style="list-style-type: none"> ➤ Maintains strong personal contacts with existing and prospective donors in order to optimize and strengthen opportunities for partnership and to influence donor policies and strategy ➤ Develops key strategic relationships with donors and partner organizations to improve institutional knowledge and leverage funds to implement programming strategy ➤ Represents SP UK in engaging with and actively participating in relevant NGO, donor and/or government networks to stay abreast of and impact developments/legislation affecting this role and its responsibilities ➤ Cultivates an awareness of SP UK and generates passionate support amongst a strategic external support base, including the UK parliament and other multilateral organisations ➤ Liaises closely with the Finance department to ensure effective budget management and grant disbursements for this programme ➤ Provides assistance to the Communications and Development departments to ensure accuracy and appropriateness of fundraising and marketing messages and strategies related to this programme ➤ Proactively builds awareness and commitment towards this programme with staff, 	30%

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	<p>volunteers and supporters, including leading overseas Vision Trips and communicating with donors and supporters to promote and maintain engagement</p> <ul style="list-style-type: none"> ➤ Coordinates closely with international SP offices, in particular IHQ's Disaster Response Unit, and represents SP UK on international technical working groups with colleagues, including IHQ Regional Directors, Regional Managers, Technical Advisors, Awards Management staff and Affiliate Office staff 	
4	<p>In Addition</p> <ul style="list-style-type: none"> ➤ Assist with any other duties as requested by your line manager ➤ Proactively engage with your ongoing personal development ➤ Be a Christian witness and encouragement to others in the workplace (Colossians 3:22-24) and in the community in the course of your duties (Matthew 5:13-16) ➤ Commit to prayer: our ongoing work; initiatives; meetings; and problems encountered (Ephesians 6:18) ➤ To be open to and seeking God's guidance when making decisions ➤ Take an active part in the spiritual life of the charity 	10%