# Job Description

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| **Job title** | Shelter Adviser Maternity cover | | |
| **Job band** | SAME | **Ref** |  |
| **Department** | Technical & Advisory | Division | International |
| **Reporting to** | Head of Unit FSL/DRR/Shelter | **Location** | UK Office |
| **Duration** | 6 months | Last updated | December 2014 |

## Scale and Scope

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|  | **Direct** | **Indirect/overall** |
| **Budgetary** | none | none |
| **Staffing** | none | Advisory support to field based advisers |
| **Assets** | Technical equipment required for surge and response capacity (in support of Head of Emergencies) | Specialist equipment requirements in the Regions |
| **Accountability & Decision Making** | * Accountable for the delivery of quality technical and advisory services in Shelter and Settlements to support effectiveness and best practice in BRC supported RCM activities. * Accountable for ensuring that all advice in Shelter and Settlements is compliant with legislation, regulations, internal and external policies, standards and best practice. | |
| **Reach & Impact** | * Enable Country Managers and Heads of Region to ensure that BRC supported programmes are implemented in line with all relevant technical standards in Shelter and Settlements. * Deliver advice, within Shelter and Settlements areas, to disaster management and long-term programmes of partner national societies. * Maintain an awareness of the role and technical capacities of partner national societies in relation to Shelter and Settlements. * Support recruitment to the British Red Cross register of shelter experts and delegates to other components of the Movement. | |

## 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. And when the crisis is over, we help them to recover and move on with their lives.

We are part of the International Red Cross and Red Crescent Movement, the world’s largest independent humanitarian network and are committed to, and bound by, its fundamental principles: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

The Technical & Advisory department provides integrated management of the provision of thematic technical and advisory specialist services. The department will work in partnership not only externally with Red Cross and Red Crescent National Societies, but also internally within a matrix relationship with the regional staff of the BRC Programmes & Partnerships department, including advisory staff located within the regional programme teams.

## Overall Purpose of the Post

* Ensure the provision of high quality technical and advisory services in Shelter and Settlements to support response and resilience programmes supporting vulnerable communities in Africa, the Middle East and Asia through the actions of our RCM partners.
* To support build the capacity of partner national societies within Shelter and Settlements area, contributing to their organisational development as leading national humanitarian organisations.
* To work collaboratively with Head of Region and Country Managers in the Partnerships & Programmes department, in a matrix structure, to support the development of integrated approaches to the provision of technical and advisory services working alongside and within the regional programmes and partnerships.

Main Duties and Responsibilities

**Thematic Technical & Advisory Services**

1. Act as a first point of technical support for Shelter and Settlements programming, ensuring high quality technical advice is provided to all programmes.
2. Provides technical input to and assist in all stages (identification, assessment, analysis, design, planning, implementation, monitoring & evaluation) of BRC programmes that support Shelter and Settlements, in line with international and internal standards and good practice.
3. Provide peer support and advice to Shelter delegates and national society staff as required.
4. Provide technical advice on the appointment of contractors or suppliers in relation to BRC Shelter and Settlements programming, providing analysis on appropriateness of specifications of materials, contractor/supplier capacity and contractual models as required.
5. Assist in the assessment of partner National Society capacity in Shelter and Settlements programmes and make recommendations on most appropriate implementation and capacity building methodologies when required.
6. Provide input and advice on cross cutting and environmental considerations and impact of BRC response, recovery and resilience programmes
7. Apply learning from BRC programmes to further develop BRC Shelter and Settlements approaches in relief, recovery and longer term programmes.
8. Be prepared to travel to BRC programmes, sometimes at short notice and in insecure environments, to assist in programme start up and monitoring.
9. Support the integration of Shelter and Settlements activities with other technical units and departments including the Global Surge Team
10. Contribute towards the continued development of BRC and wider movement tools such as PASSA.

**Internal and External Relations**

1. Collaborate with the Fundraising and Communication Divisions and colleagues within the Programmes and Partnerships Department to develop donor funding proposals for programmes including Shelter and Settlements components
2. Act as the departmental focal point with IFRC Geneva based Shelter and Settlement department, remain informed of key developments and make recommendations on BRC support
3. Act as the focal point for BRC input into the shelter cluster and other sectorial fora, developing and maintaining contacts as appropriate with institutional bodies such as Department for International Development (DFID), other humanitarian agencies, academic institutions and relevant networks. Keep abreast of innovations and developments within the sector and supporting the dissemination of such across the organisation.
4. Attend relevant events on matters relating shelter and settlements issues and represent the Technical Advisory Department at national and international forums.
5. Provide technical support concerning the selection of shelter and settlements delegates and consultants.
6. Provide briefings for BRC Senior Management and Trustees as requested.
7. Seek to contribute to the development of the International Committee of the Red Cross (ICRC) shelter and settlements related activities
8. Liaise and maintain good working relations with all elements of the International Red Cross Movement, both the Geneva based organisations and other National Societies.
9. Undertake international on-call duties when required.
10. Undertake any other duties reasonably requested by Management.

**Planning, financial & resource management**

1. Assist BRC to plan, implement and monitor appropriate shelter and settlements response or recovery activities if required

**Other**

1. 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:** Shelter AdviserMaternity Cover **Ref:** **Band:** SAME | |
| Education/ training | * Post graduate level of vocational or technical qualification within a specialist technical or professional field relevant to the assigned thematic area |
| Experience | * \*\*Extensive experience of working in Shelter and Settlements in an international response, recovery and development context * \*\*Substantial experience of developing and managing Shelter and settlements programmes in a developing country context * \*\*Building organisational partnerships and organisational capacity * \*\*influencing decision makers * \*\*Leading and developing people including remote management of overseas-based teams. * Working with institutional and high-profile donors * \*\*Representing an organisation within external fora |
| Knowledge/ technical skills | * \*\*Considerable technical/professional knowledge within the areas of Shelter & settlements. * \*\*Demonstrable knowledge of the role and function of associated technical, specialist, and advisory support services in delivering humanitarian assistance and building resilience. * Analysis, design and planning. * Monitoring, evaluation and impact assessment * \*\*Budget management and funding proposal development * Understanding of a matrix approach to leadership and management * High level communication, influencing and negotiation skills * Fluency in French or Arabic languages would be an advantage, |
| Competencies | * Working in Partnership\* * Embracing and leading constructive change\* * Communicating and influencing\* * Personal impact and self-management\* * Problem solving\* * Leading and engaging\* * Developing yourself and others\* * \*\* Cultural awareness and sensitivity. |
| Special Circumstances | * \*\*Able to travel for up to 90 days per year and operate in a physically demanding working environment. * \*\*Willingness to work out of office hours when necessary. * \*\*Willing 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*.