



How to Apply for this Job

Background on Tearfund

Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

We have a vision to see 50 million people released from material and spiritual poverty through a worldwide network of 100,000 local churches. We operate in more than fifty countries around the world. We deliver our strategy by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund's Application Process

If you would like to apply for a job, please visit our website at www.tearfund.org/en/get_involved/jobs/. From there you can [search for vacancies](#), choose the relevant area of work (e.g. Disaster Management / HR, Finance & IT) and then find the vacancy that interests you.

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading though this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact recruitment@tearfund.org.

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

Job Profile

Job Profile

JOB TITLE	Global Empowerment and Inclusion Advisor
GROUP	People and Organisational Development (POD)
TEAM	Learning Information Advice and Support (LIAS)
UNIT	Technical Competency Unit
LOCATION	Teddington
RESPONSIBLE TO	Technical Competencies Unit Manager

PART 1 – JOB DESCRIPTION

This job description is aligned with the Core Competency LEAD roles within the LIAS Team, whose purposes are to help Tearfund build effectiveness around focussed areas of work.

1. PURPOSE OF THE TEAM

To support Tearfund’s learning and experience to create positive change and contribute to the capacity of Tearfund staff, UK churches, partners overseas and the wider development sector.

2. MAIN PURPOSE OF THE JOB

To build the capacity and effectiveness of Tearfund staff, partners, local church/church based organisations and operations in Tearfund’s Quality Standards in both humanitarian and development contexts. The role is specifically designed to support, equip and motivate colleagues and partners in identifying and implementing good practice, with an emphasis on empowerment and inclusion.

3. GENERIC PURPOSE OF THE ROLE

To take responsibility for a designated area of the team’s overall task or specific projects.

- Share in responsibility for the overall team task and be responsible for carrying out work packages
- Liaise with internal and external contacts
- Responsible for reviewing own personal development, and overall team tasks

The post-holder may be required to lead or participate in spiritual sessions of worship, prayer, teaching and reflection remotely or in person, and is committed to the outworking of Tearfund’s Missions, Values and Beliefs statement.

4. PARTICIPATION IN THE SPIRITUAL LIFE OF TEARFUND

- To regularly attend corporate weekly Staff Prayers on Wednesdays in person or remotely, to hear of Tearfund’s work and to spend time in prayer and worship together.
- To lead or participate in spiritual sessions of prayer and biblical reflection within the Team / Group
- To be committed to the outworking of Tearfund’s Mission, Values and Beliefs statement.
- To be committed to actively working and living in accordance with Tearfund’s evangelical Christian beliefs.
- Responsible for maintaining your own spiritual development.

5. POSITION IN ORGANISATION

- Accountable to the Technical Competencies Unit Manager
- Works collaboratively with colleagues across the International Group: Countries, and the International Group: Global Programmes
- Works across Tearfund’s communities of practice to collaborate with colleagues and partners on building and sharing evidence and learning around good practice

- Works collaboratively with the LIAS core competency leads, Evidence and Impact Unit and Humanitarian Support Team.
- Works collaboratively with the Sexual Violence team, within jointly agreed areas of responsibility.
- Works collaboratively with colleagues in the LIAS Team and wider POD Group and IT Teams to provide effective processes and infrastructure for the sharing of learning and evidence internally and externally
- Works occasionally with staff in the Global Fundraising Group and with Tearfund's Internal Communications and Prayer Coordinator

6. SCOPE OF JOB

Within the context of Tearfund's Quality Standards, with an emphasis on empowerment and inclusion, support Tearfund in:

1. Effectiveness, including:
 - Collaboratively develop Tearfund good practice and ways of working on Quality Standards in both humanitarian and development settings
 - Capacity building
 - Oversight of Tearfund Quality Standards corporate action plan
 - Maintain a Quality Standards support plan
 - Identify and further develop Quality Standards expertise
2. Learning, including
 - Building an evidence base and drawing out learning
 - Supporting communities of practice
 - Embedding Tearfund's quality standards
 - Coordinate reporting and learning from Quality Standards
 - On-line and printed resources
 - Monitoring and learning from external practice
3. Representation, including
 - Maintain an overview of Quality Standards across Tearfund's front lines
 - Reporting internally and externally on progress and learning against Quality Standards
 - Collaboration with Core Competency Leads and other teams
 - Relational influence and mentoring (of a network of colleagues working on Quality Standards in other countries / regions)

7. DUTIES AND KEY RESPONSIBILITIES

Tearfund's Quality Standards are intended to guide all its operational programmes and partners as they undertake emergency response, disaster recovery and ongoing development work. In supporting partners and programmes, Tearfund's aim is not to impose rules, but to facilitate good practice and improvement to ensure its work reaches the most marginalised and vulnerable, whilst being effective and meeting relevant international codes and commitments. This role is to support Tearfund to implement its Quality Standards through a people-focused lens of empowerment and inclusion, towards restored relationships, to ensure its work:

- reaches the most marginalised and vulnerable
- takes an approach of restored relationships
- covers all Quality Standards, but with a focus on the "people" standards: Primarily Gender and Accountability, but also values, targeting and impartiality, children and sustainability
- with a collaborative approach to Quality Standards led by others, such as disaster risk, conflict, environment, advocacy, etc

This is to be achieved through the following duties and key responsibilities:

1. Effectiveness:

- Collaboratively develop Tearfund evidence based good practice and ways of working on Quality Standards, in both humanitarian and development contexts, including:
 - Identify good practice to embed and protect or further develop
 - Identify good practice to innovate or keep a watching brief on
 - Identify poor practice to stop or learn from
 - Identify niche areas for replication and / or scale up
 - Promotion of positive values and unacceptable conduct

- Lead Tearfund’s Quality Standards promotion and capacity building:
 - Collaboratively provide training, capacity building, mentoring, advice and support, on all of Tearfund’s Quality Standards, highlighting the integrated nature of the standards, for Tearfund International Groups staff and partners, with greater emphasis on humanitarian and high value development project contexts where the Quality Standards are of greater emphasis
 - Ownership of the Quality Standards module of the International Management Development Programme.
 - Lead the ongoing development and content of the Quality Standards, training, capacity building, lessons learned and good practice. Integrating the Core Humanitarian Standard.
 - Collaborate with Core Competency Leads and other colleagues who own or contribute to specific QSS
 - Be accountable to the Core Competency Unit Manager on the overall ownership and status of Tearfund’s Quality Standards
 - Promote understanding of the use of the Quality Standards as a framework for prioritisation and contextualisation by front line colleagues and partners.
- Maintain a Quality Standards support plan, in collaboration with others, including agreed ways of working and process for gathering evidence of good practice
- Develop and maintain an overview of global work and progress towards Tearfund’s QSS. Take oversight of the Tearfund Quality Standards corporate action plan.
 - Maintain Tearfund’s accreditation for external standards such as HAP and DECAF and demonstrating compliance with the Core Humanitarian Standard
- Maintain and develop personal expertise around an agreed set of core Quality Standards
- Collaboratively evolve, modify and update the agreed corporate Quality Standards over time

2. **Learning, including:**

Coordinate Tearfund’s Quality Standards and take ownership of Standards that are not explicitly owned by others in order to:

- Build an evidence base of QSS good practice in development and humanitarian programming to draw out learning, including through:
 - Writing or capturing case studies
 - Recommending, undertaking or commissioning evaluations or research
- Work with members of communities of practice to:
 - promote and learn from good practice
 - Capture case studies of good practice and learning from where we have not succeeded
 - Build and share evidence, learning and practice of QSS between countries / regions.
- Collaborate with Core Competency Leads to embed Tearfund’s quality standards. Coordinate reporting and learning from QSS
- Management and development of on-line and printed resources such as:
 - Quality standards guidelines and training materials
Including the QSS Field Guide
 - International publications and web-based QS resources
 - Internal policies and guidelines
 - feedback, case studies, evaluations and academic research
 - learning and impact videos or social media communications
- Monitoring and learning from external practice

2. **Representation, including**

- Maintain an overview of Quality Standards across Tearfund’s front lines. Relational promotion of good practice
- Work closely with the LIAS Team, Humanitarian Support Teams, Geographical Teams and Global programmes group, to understand and represent their priorities and key learning
- Reporting internally and externally on progress and learning against Quality Standards, to ensure both impact and effectiveness and also to maintain Tearfund’s external reputation
- Collaboration with Core Competency Leads and other teams, building common ways of working
- Relational influence and mentoring (of a network of colleagues working on Quality Standards in other countries / regions)
- Collaboration with and support to front line teams, including Geographical Teams, HST, Horizon, regional policy officers, Sexual Violence and Peace building teams
- Communicating good practice internally and externally including from and through external networks, NGOs, Academics, Missions, Donors and alliances

PART 2 – PERSON SPECIFICATION

JOB TITLE: Global Empowerment and Inclusion Advisor

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Degree or equivalent level of knowledge 	<ul style="list-style-type: none"> Holds a professional qualification relevant to one or several of Tearfund’s Quality Standards. Post-graduate qualification in a related subject
EXPERIENCE	<ul style="list-style-type: none"> Overseas experience in community development or humanitarian response Substantial experience in empowerment and inclusion of people Experience in Tearfund’s non-negotiable Quality Standards of Targeting, Impartiality and Accountability Experience of working in networks Experience of advising others in development methodology Measurement and building evidence of impact and good practice 	<ul style="list-style-type: none"> Experience working in several of the contextually prioritised QSs, including: Disaster Risk, Technical Quality, Children, Gender, HIV, Conflict, Environment, Sustainability, Advocacy Experience of working in Africa, Asia or Latin America Training / Facilitating Project Management Conducting research in a development related subject
SKILLS/ ABILITIES	<ul style="list-style-type: none"> Relational influencing Relationship-building and networking skills Thought leadership Strategic thinking The ability to analyse and interpret complex information Ability to work flexibly, on own initiative and as part of a team. Communication including: <ul style="list-style-type: none"> Report writing Presentation skills to a range of learning styles Skilled in conveying good practice principles in clear and accessible language and concepts. Participatory demand-led training Coaching Facilitation 	<ul style="list-style-type: none"> Fluent in French, Spanish, Portuguese, Swahili, Arabic or other major language
PERSONAL QUALITIES	<ul style="list-style-type: none"> People-focused Team player Disciplined Committed learner Committed Christian Approachable and encouraging 	
<p>OTHER COMMENTS</p> <p>Travel overseas up to 8 weeks per year. Proven credibility as a relational influencer and adviser in the role’s focal subject.</p>		

**TEARFUND
INFORMATION FOR APPLICANTS**

JOB TITLE: Global Empowerment and Inclusion Advisor

OFFICE HOURS:

Monday to Friday 9.00am - 5.00pm with one hour for lunch.
35 hour working week

ANNUAL LEAVE - FULL YEAR:

25 days pro-rata
+ statutory bank hols
+ additional day at Christmas

SICK LEAVE SCHEME:

Based on length of service

NON-CONTRIBUTORY PENSION SCHEME:

Tearfund will contribute 10% of your salary to your pension. All staff are contractually enrolled onto the Tearfund group pension scheme

NEW STAFF SERVICE:

6 months probationary period with a 3 month review

Grade: 2

SALARY: £39,500 per annum