



## Job Description

### Urban Crises Learning Manager

#### for the Urban Crises Learning Partnership

- Post Title:** Urban Crises Learning Manager  
(21 months fixed term contract)
- Reports to:** Programme Director
- Location:** The HFHGB office in Slough, with regular travel to London and international locations.
- Background:** Habitat for Humanity Great Britain is the consortium lead for the Urban Crises Learning Partnership, with members: Oxfam GB (OGB), University College London (UCL) and the Overseas Development Institute (ODI). The consortium will focus on responses to natural hazards in urban areas, collecting learning and challenging existing approaches to produce innovative and evidence-based thinking on urban crises grounded in practical reality.
- The primary objectives of this project is to:
1. Improve the way stakeholders in urban crises engage with each other to develop partnerships, learn from each other and make better decisions.
  2. Improve mitigation of disasters, preparedness and response by developing, testing and disseminating new approaches to the formation of these relationships and systems.
- Job purpose:** To coordinate and support the work of consortium members, staff and partners; enabling them to collate knowledge and learning, generate new approaches and practices around urban humanitarian response, and to share and disseminate project findings.

## Main Duties and Responsibilities

### Technical Oversight:

1. Develop and manage the methodology, implementation and communication plan, with clearly defined roles, responsibilities, dependencies, risks and timeframes. Review, monitor and facilitate the global coherence of project activities, events, outcomes and outputs.
2. Supporting country based Learning managers in Bangladesh and Haiti to shape related local level objectives and ensure these are coherent with the global project objectives.
3. Liaise with CommsConsult and consortium members on the approach to collect learning experiences and the design of the Monitoring Evaluation and Learning (MEL) framework. Develop and manage the logical framework and other M&E tools to support the effective monitoring of the quality and scope of activities and outputs, and progress towards expected outcomes and outputs.
4. Identify global events, initiatives, forums and other opportunities to collect and share learning.
5. Provide frequent and regular support to field based Learning Managers with project development, identification of and engagement with key stakeholders, documenting of evidence and the organisation of events.
6. Monitor, analyse, collate and consolidate documented evidence from the Learning Managers, ensuring quality, relevance and rigour.
7. Analyse, edit and provide comment on written material from consortium team members, ensuring quality, relevance and rigour.
8. Identify two additional countries for strategic field visits.
9. Liaise with the Sphere Project team and ensure timely and appropriate inputs from consortium members.
10. Contribute to the review and editing of project materials for publication.

### Consortium Coordination:

1. Represent, communicate and coordinate on behalf of the consortium with external stakeholders, municipal, government authorities and forums.

2. Initiate, chair and facilitate regular consortium coordination meetings and calls to review project progress and outputs, identify opportunities for improved learning and synergies, and identify corrective action and responsibilities as required.
3. Manage internal communications between consortium members, field offices and external communications with partners.
4. Communicate and coordinate on a regular basis with IIED and the IRC led consortium.
5. Troubleshoot, support and mediate as required.

### Project Coordination:

1. Ensure the regular and timely technical inputs of consortium members, project staff and other partners and that deadlines for technical inputs are met in accordance with the work plan.
2. Organise and facilitate the project start-up meeting, regular consortium meetings, and the UK based end-of-project round table.
3. Manage the schedule of dissemination and events ensuring coordination with other events and publications globally, in particular those of IIED and the IRC-led Urban Crises Learning Consortium.
4. Monitor, anticipate and coordinate budget variations working closely with the HFH GB Programme Team.
11. Manage project MEL, including set up of the external monitoring team and soliciting their feedback.
12. Working closely with the HFH GB Programme Team, support the regular collection of narrative and financial reports from consortium members and consultants.
13. Contribute to further fundraising for the project where opportunities arise.

### Travel:

1. Arrange personal travel to the field locations including Bangladesh, Haiti and two other countries.
2. Arrange travel for project staff to the UK for the start-up meeting and end-of-project round table, and for consortium members to international conferences.
3. Visit each field based Learning Manager with the DPU Technical Lead to support project start up and links with key stakeholders.
4. Visit each field based Learning Manager mid-project to support documentation of evidence, links with key stakeholders and to attend key events.

5. Visit each field based Learning Manager close to the end of the project to support to support documentation of evidence, links with key stakeholders, to attend key events and project closure.

Person Specification:

Criteria	Essential	Desirable
Qualifications	Education to post graduate level in disaster management, development practice or another relevant discipline.	Post graduate research in humanitarian response or urban development.  Training in research methodologies.
Skills and Experience	<p><b>Ability to lead diverse groups of people and complex projects.</b></p> <p>Complex project design and management, including budget and work plan monitoring, and risk management.</p> <p>Ability to facilitate the collection, collation and consolidation of evidence through many different actors in several locations.</p> <p>Ability to give appropriately tailored support to field based staff, and to provide this both remotely and in person in the field.</p> <p>Excellent written English, analytical and editing skills to produce accessible and compelling learning materials.</p> <p>Clear verbal and written communication with a diverse range of stakeholders including chairing of meetings and facilitation of learning events.</p> <p>Excellent networking skills.</p>	<p>Complex project management involving partner organisations and more than one country.</p> <p>Research experience.</p>

	<p>Experience of working closely with INGOs and academic institutions.</p> <p>Problem solving and mediation skills and behaviours.</p> <p>Ability to prioritise own workload, to work independently, to work to deadlines and enable others to do the same.</p> <p>Experience of coordination or supervisory responsibilities.</p>	
Knowledge and understanding	<p>Understanding of the current state of the humanitarian sector.</p> <p>Knowledge of humanitarian response and management, urban design and development.</p>	<p>Knowledge of specific approaches to humanitarian response in urban areas such as area based approaches, tenure issues, market support, municipal infrastructure rehabilitation, municipal disaster management and preparedness.</p> <p>Published papers in a related subject area.</p>
Availability	<p>Ability to travel regularly overseas several times per year for 7-10 days at a time.</p>	