

## **JOB DESCRIPTION**

<b>Job Title:</b>	Head of Humanitarian Team
<b>Salary &amp; Grade:</b>	Competitive
<b>Department:</b>	Global Programmes
<b>Location:</b>	London with frequent overseas travel
<b>Responsible To:</b>	Director of Global Programmes
<b>Responsible For:</b>	Humanitarian team, with matrix management accountability for humanitarian technical advisors, humanitarian advocacy manager, and regional humanitarian programme managers

### **BACKGROUND:**

Older people are among the most vulnerable in conflicts and disasters. As the rate of population ageing increases globally, the number of older people affected by natural disasters and complex emergencies is growing.

HelpAge International is the only international NGO dedicated to ensuring older people receive the humanitarian assistance to which they are entitled. We work in over 20 countries with ongoing humanitarian responses in countries as diverse as Nepal, South Sudan and Ukraine.

HelpAge International is also the secretariat to a global network of over 120 members with a shared focus on working to fulfil the rights of older people worldwide. Our international head office is based in London and our regional offices are located in Africa, Asia, and Eurasia/Middle East.

The world HelpAge wants to see is one where everyone, whatever their age, can say:

- I have the income I need
- I enjoy the best possible health and quality of life
- I am safe and secure, free from discrimination and abuse
- My voice is heard.

HelpAge's humanitarian work is led by a Humanitarian Team, based in London. The team support HelpAge's regional offices, country teams and network members to initiate and manage multi-sectoral emergency responses around the world. In the event a major humanitarian emergency occurs in a country with no HelpAge presence, the team initiates and manages the first phase of a response in partnership with local and/or international partners.

HelpAge's humanitarian strategy has two key pillars. The first focuses on the delivery of humanitarian assistance and protection to meet the needs of older men and women. The second is based on influencing and directly supporting mainstream humanitarian actors to fulfil their commitments to impartial response

and contribute to the improved quality and accountability of humanitarian programming through greater inclusion of older people.

### **OVERALL PURPOSE OF THE JOB:**

The Head of the Humanitarian team will:

- Lead HelpAge's response to large and medium scale humanitarian crises when they occur and ensure the delivery of timely, high quality and relevant humanitarian assistance for older people.
- Lead the work of the Humanitarian team to strengthen capacity across the HelpAge International network to identify and respond to the needs of older men and women in emergencies.
- Actively contribute to and take forward HelpAge's engagement with external humanitarian stakeholders to ensure commitments to and accountability for the delivery of ageing inclusive humanitarian policy and practice

### **JOB CONTENT/KEY TASKS:**

#### **Leadership**

- Providing organisational leadership to HelpAge International's humanitarian work and establishing clear cross-organisational mechanisms to engage different departments and regional offices in humanitarian response.
- Leading the development of an organisational humanitarian strategy that will protect the rights and address the needs of older people affected by humanitarian crises across our priority sectors –protection and inclusion, health, nutrition and food security/cash, policy and advocacy
- Develop capacity of regional teams, network members and partners to deliver high quality multi-sectoral humanitarian responses in line with the HelpAge emergency framework
- Build emergency preparedness capacity in identified high-risk countries to ensure HelpAge country and regional offices are able to maintain high levels of response preparedness in line with ALERT Standards and deliver appropriate responses.

#### **Programme development and implementation**

- Initiate and oversee the implementation of HelpAge's humanitarian programmes in line with the HelpAge emergency response framework. This will involve developing and monitoring responses to longer-term emergency situations as well as reacting to rapid onset emergencies.
- Manage the work of the Humanitarian team delivering and supporting humanitarian response, including response planning, logistics, procurement, budget management and communications.
- In line with the HelpAge emergency response framework, provide overall leadership to large-scale humanitarian operations when required, including remote management of staff and oversight of programmes.
- Provide strategic oversight for the work of humanitarian technical advisors within HelpAge's Global Technical Unit (GTU) to ensure that HelpAge field teams and network members are able to benefit from appropriate technical tools, standards and guidelines to support quality humanitarian response for older people.
- When appropriate, recruit and manage consultants and other short-term staff to support humanitarian interventions.

### **Network Support and Coordination**

- Build relationships and network with key global institutions to position HelpAge effectively amongst peers, research institutions, think tanks and donors in the UK, Geneva Brussels and beyond.
- Work with regional directors and heads of network development to develop the HelpAge regional networks to include members who are able to deliver programmes, and those who want to build their capacity in ageing inclusive humanitarian policy and practice.
- Ensure network members have direct access to information from HelpAge's humanitarian responses to support their ability to understand the situation and contribute to the response (e.g. through funding or deployment of staff).
- Support specific network members, regional and country offices to participate in humanitarian coordination and raise funds in their countries for HelpAge International humanitarian projects.

### **Policy and Advocacy**

- Working with the Humanitarian Advocacy Manager and other relevant HelpAge staff, contribute to the development of HelpAge policy and advocacy positions, and disseminate policy and practice developments to the wider humanitarian community.
- Represent HelpAge in policy and advocacy forums to contribute to HelpAge's efforts to ensure older people's needs are recognised and addressed in humanitarian policy and practice.
- In conjunction with Humanitarian Advocacy Manager liaise with organisations outside HelpAge in order to present HAI's strategy and activities.
- Provide support to regional and country offices to ensure their consistent engagement with humanitarian coordination systems (clusters etc) in support of influencing greater inclusion of older men and women in wider humanitarian response activities.
- Ensure that HelpAge represents its humanitarian programmes and policy in an effective manner in all external forums.

### **Capacity Building and learning**

- Establish systems for institutional learning from HelpAge's humanitarian programmes, and disseminate the results throughout the HelpAge offices and network and externally.
- Oversee and ensure capacity is built amongst HelpAge staff and partners in emergency preparedness using HelpAge's ALERT emergency preparedness system
- Enable and support the Humanitarian team to build capacity amongst HelpAge staff and partners in the design, implementation and monitoring of humanitarian response programmes.

### **Resource Development**

- Work with technical, operational and resource development staff to provide leadership to fundraising initiatives in emergency and post-emergency environments, and provide input into the drafting and submission of concept notes and project proposals to donors.
- Establish relationship with key donors and support international offices in identifying and developing donor relationships in their country, including with the UN coordination mechanisms

## **PERSON SPECIFICATION:**

### **Essential**

- Substantial experience in initiating and managing humanitarian emergency responses including rapid needs assessment and programme design
- Experience in strategic planning and implementation
- In-depth knowledge of preparedness and contingency planning for emergency response
- Skilled in providing advice and support to programme teams and building staff and partner capacity
- Able to create and maintain networks and positive, productive working relationships with other organisations and institutions
- Strong commitment to humanitarian values, law and principles and familiarity with humanitarian standards
- Ability to promote organisational learning through analysis, research, report writing and dissemination of information
- Experience of policy development, dissemination and advocacy
- Excellent understanding of international humanitarian systems, institutions and donors, and of procedures, accountability frameworks and best practices in emergency management
- Successful experience of engagement with institutional donors (DFID, ECHO, OFDA, UN pooled funds etc)
- Experience of managing a diverse team of managers and advisory staff including managing staff at a distance.
- Experience of working with and through partners in emergency response.
- Excellent interpersonal skills, including experience of negotiation with a wide range of organisations at different levels and with a high level of cultural sensitivity
- Excellent command of written English, in order to be able to prepare guidelines, training materials and other resources
- Able to travel at short notice throughout the year