

<b>Job Title:</b>	<b>Humanitarian Programme Coordinator - Cash</b>
<b>Salary &amp; grade:</b>	Grade E £34,031 – £43,312
<b>Location:</b>	London with significant travel (150-200 days per year).
<b>Department:</b>	Humanitarian Team, Programmes Department
<b>Responsible to:</b>	Head of Humanitarian
<b>Key relationships:</b>	External: regular relationships with key UN agencies and clusters, NGOs and donors and HelpAge Affiliates. Internal: close working relationships with the Humanitarian Team (HuT) and other teams in the London Secretariat; HelpAge's regional and country offices.
<b>Contract:</b>	Fixed term to April 2018, full time

## Background

HelpAge International (HelpAge) is an international NGO with a vision of a world where older people fulfil their potential to lead active, dignified, healthy and secure lives. The HelpAge global network is made up of over 100 affiliates working to support older people and promote their rights, with programmes managed by a secretariat in London and Regional Offices in Africa, Asia, the Middle East and Latin America.

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.

We want older people affected by humanitarian emergencies to be able to say this too. To support this objective HelpAge's humanitarian strategy has two key pillars. The first focuses on the delivery of humanitarian assistance and protection to older men and women to meet their needs. The second pillar of our work is advocacy focused and aims to support mainstream humanitarian actors to fulfil their commitments to impartial response and contribute to the improved quality and accountability of humanitarian programming.

HelpAge International (HelpAge) is an international NGO with a vision of a world where older people fulfil their potential to lead active, dignified, healthy and secure lives. It is also a global network with over 100 affiliates working to support older people and promote their rights. HelpAge's programmes are managed by a secretariat in London and Regional Offices in East Africa, Southern Africa, South Asia, East Asia, Middle East and Eurasia, and Latin America and the Caribbean.

HelpAge's humanitarian work is led and supported by the Humanitarian Team based in London. The team comprises programme and policy specialists including Humanitarian Programme Coordinators (HPCs) who support our country and regional teams and our affiliates and partners to respond to humanitarian emergencies. In the case of emergencies in places where there is no existing HelpAge presence, the HPCs may be required to initiate and manage the initial phase of an emergency response. In addition

to initiating and supporting humanitarian interventions, the HPCs have technical sector expertise and provide technical support to ensure the quality and relevance of our humanitarian work. This position is for a Humanitarian Programme Coordinator with expertise in cash programming .

### *Cash programming and support for older people in humanitarian crises*

The economics of ageing means that many older people experience disproportionately high levels of poverty. In humanitarian crisis contexts, this reduces their capacity to cope with hardships caused by a disaster or conflict and it can influence the level of inclusion and support they receive from family and community. Their vulnerability may be further heightened by the financial burden of being the primary carer for grandchildren and other dependants. Generating a livelihood enables an older person to survive and support him/herself with dignity and also help their families and communities do likewise.

Increasingly cash and vouchers are the response of choice for HelpAge to meet older people's humanitarian needs, when market conditions allow. Our experience shows that older people are often excluded from cash programming in the humanitarian sector because of a range of factors including age itself and misunderstanding of the role older people play in families and communities.

Older people are also often excluded from humanitarian livelihood programmes and micro-credit activities are often planned without considering the potential of older people. HelpAge therefore works to ensure that in crisis situations, older people with different levels of capacity, strength and mobility have access to income support via cash transfers.

### **Job Purpose**

1. As part of the HelpAge International humanitarian team to respond to large and medium scale humanitarian crises by leading and supporting relevant humanitarian assistance for older people
2. To support and, if necessary, manage cash transfers programming in emergency responses to humanitarian crises by HelpAge and its partners and to provide technical support for cash transfers and programming for older people.

### **Job Content/Key Tasks:**

#### **Humanitarian Programme Management and Support**

- To respond to emergencies during first and second phases in roles ranging from team leader, deputy team leader, cash advisor, or provide direct support to HelpAge teams and network members. This role may require extended periods in the field during a response, working with or rotating with other members of the Humanitarian team, for periods between 2 weeks to up to 2-3 months depending on the scale of the emergency and role in the response.
- Provide direct support to HelpAge teams and network members to ensure effective planning, management, implementation and monitoring of emergency responses in line with the emergency framework, as necessary.
- Work closely with HelpAge's regional and country teams and partners to initiate and implement emergency responses to humanitarian crises and ensure timely and relevant response for older people

- With other members of the Humanitarian Team, initiate and manage emergency operations when there is no existing HelpAge presence or capacity, including immediate response to rapid onset emergencies
- Advise and support HelpAge regional and country offices and partners on strategies and activities for cash assistance including identifying vulnerable older people for assistance, needs assessment, programme design and monitoring
- Build capacity amongst HelpAge staff and partners in the design and implementation of emergency cash programmes
- Support engagement with humanitarian donors and development of high quality proposals
- Represent HelpAge and promote support for older people in relevant Clusters including the global Food Security and Livelihoods Cluster at global and local levels and amongst NGOs, UN agencies and donors
- Contribute to the development and monitoring of strategic and annual plans

### **Support to HelpAge Regional offices and network members**

- Develop and deliver a training-of-trainers module for HelpAge staff to strengthen the capacity of HelpAge teams to deliver HelpAge's humanitarian response and cash programming
- Identify and, where appropriate, build the capacity of regional and country level staff to strengthen their humanitarian responses and cash programme activity
- Provide on-going technical support to field teams on the development and delivery of cash programme interventions
- Build capacity amongst HelpAge staff and partners in the design and implementation of humanitarian response programmes.

### **Monitoring and learning**

- Work with HelpAge country teams to develop indicators, monitoring plans and evaluations for humanitarian response and cash programmes
- Support learning and evidence gathering in HelpAge emergency cash programmes and collaborate with the humanitarian policy team to ensure good practice and outcomes are documented and shared within HelpAge and with other humanitarian actors
- Collaborate with HelpAge's development policy adviser on cash transfers and participate proactively in HelpAge's thematic work groups on cash
- Support the development of policies, best practice guidance, programming tools and training material, in close cooperation with the Policy team

### **PERSON SPECIFICATION**

- Substantial experience of developing and implementing cash programmes in humanitarian contexts including conflicts and natural disasters
- Experience of a leadership role during needs assessments and emergency response.
- Good programme management and leadership skills
- Knowledge of recent innovations in cash transfers and livelihoods
- Experienced in providing technical advice and support to emergency and recovery programmes, including needs assessments, programme design, monitoring and evaluation
- Experienced in building team and partner capacity including providing training
- Familiarity with and commitment to humanitarian principles and humanitarian standards including the Core Humanitarian Standards and Sphere standards
- Experience of developing and supporting a widely dispersed learning network
- Able to create and maintain external networks and working relationships with other organisations and institutions
- Experienced in preparing annual plans and successful funding proposals

- Able and willing to travel, sometimes at short notice, and to live in difficult environments and living conditions when necessary
- Fluent spoken and written English.
- Strong understanding of the humanitarian coordination system, humanitarian standards and principles, and humanitarian accountability initiatives.
- Experience of the development of training resources and delivery of training and follow up technical support to field staff
- Excellent demonstrable skills in advocacy, negotiation and diplomacy including the ability to change and influence policy and practice in the humanitarian sector, with a wide range of actors and audiences.
- Excellent representation and networking skills with a variety of stakeholders. Ability to build and maintain relationships with humanitarian NGOs and government and UN Agencies.
- Proven experience in building, developing and maintaining partnerships and collaborative working relationships with operational actors at field level.
- Able to work independently or in a team, as required, and to adjust work plan and priorities rapidly in response to external opportunities.
- Demonstrated ability to think strategically, to analyse complex information and offer creative, practical and effective solutions.
- Excellent written and verbal communication skills with an ability to distil large amounts of information for a variety of audiences.

**Desirable**

- Experience or working knowledge of ageing and the issues facing older people in humanitarian crises
- Working knowledge of other languages including French, Arabic and/or Spanish