

JOB DESCRIPTION

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| Job Title: | Programme Manager, Age & Disability Capacity Programme (ADCAP) – maternity cover |
| Grade: | E & £37000 - £39000 gross per annum |
| Location: | Based in London with occasional travel |
| Department: | Humanitarian Team, Global Impact Department |
| Responsible To: | Head of Humanitarian Team |
| Responsible For: | 1 Programme Officer (full time) and 1 Disability Advisor (20%) |
| Contract: | Fixed term - full time (from Monday 31 July through Friday 2 March 2018) |
| Key Relationships: | <ul style="list-style-type: none">• Close working relationships with the Age and Disability Consortium members• Countries/regions participating in the ADCAP programme• International and national implementing partners of the ADCAP programme• HelpAge International Finance and Communication departments.• Disaster Emergency Preparedness Programme (DEPP) and representatives from other Start Network• DEPP Management Team• DFID, OFDA, Start Network, CDAC and other national and international humanitarian organisations and networks. |

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.

HelpAge is the lead agency of the Age & Disability Capacity Programme (ADCAP). The ADCAP programme is funded by DFID and OFDA and is part of a portfolio of capacity strengthening programmes run by the Start Network. It is delivered by the Age and Disability (A&D) Consortium that also includes Handicap International, CBM, IFRC, RedRUK, Oxford Brookes University and DisasterReady.org. The consortium works with international and national partners at operational and headquarters levels to build their knowledge and expertise to deliver gender-sensitive age and disability inclusive humanitarian response.

Job Summary

HelpAge International is seeking to recruit a Programme Manager to support the implementation of this multi-country, multi-agency, collaborative capacity building and mainstreaming programme. The position is based in HelpAge International's humanitarian team and will lead the ADCAP project team responsible for managing and implementing the programme.

The Programme Manager will be responsible for the successful implementation of the programme including monitoring and learning activities, in coordination with Age and Disability Consortium members, ensuring that the objectives are completed within the timeframe and budget and in accordance with the contractual requirements.

With the current grant period coming to an end in March 2018, this is a crucial phase in the programme which will see the publication of some of its key outputs, and during which the outcomes and impact of the programme will need to be captured and shared, to demonstrate the programme's value.

Along with other capacity building tools such as e-learning modules and a webinar series, the programme has developed a set of [*Minimum Standards for Age and Disability Inclusion in Humanitarian Action*](#). Launched as a pilot version in 2015, this document is now being revised based on extensive feedback from the pilot phase and a global consultation process. The revised version will be published in October 2017, followed by a global launch and dissemination.

The programme has also trained a pool of eight Inclusion Advisors in Kenya, Pakistan and their HQ counterparts in the UK, who have contributed to organizational change in their own organisations in support of age and disability inclusion, and train and influence other humanitarian actors to follow suit. A strong focus during this final period of the programme will be to capture evidence of the inclusion of older people and people with disabilities humanitarian programming, and the experience of the ADCAP model of capacity building supporting organisational change towards inclusive humanitarian programming. This will result in two publications.

The programme will be externally evaluated. A detailed evaluation of the ADCAP programme (covering both DFID and OFDA funded components) will be complemented with an overall evaluation of the DEPP programme managed by the Start Network. The Programme Manager will also lead on the development of a new proposal to take forward the age and disability inclusion work, building on the experience of the ADCAP programme.

Responsibilities

Programme development and delivery

- Manage the delivery of the programme in line with the agreed objectives and budget, with support from the ADCAP project team and the Age and Disability Consortium.
- Manage the relationship between HelpAge and all the member agencies of the Age and Disability Consortium as well as all the implementing partners of the programme.
- Maintain a strong relationship with all other stakeholders of the programme, including OFDA, DFID, the Start Network and other relevant national and international organisations.
- Ensure risks associated with delivery of the programme, including programmatic, financial and reputational, are identified and appropriately managed.
- Develop a new project proposal building on the learning of the ADCAP programme, and identify funding sources, in liaison with relevant stakeholders.

Grant management and reporting

- Overall responsibility for managing the project budget, supporting the Programme Officer to plan and monitor spending by HelpAge and other implementing agencies, ensuring value for money and submission of reports.
- Responsible for making decisions necessary to ensure effective implementation of the programme and managing risk.
- Monitor implementation of the programme grant, ensuring compliance with DFID and OFDA contractual obligations, and working with implementing agencies to gather evidence of results and impact.

Monitoring, Evaluation, Learning and Evidence

- Oversee the drafting of a practical guide for humanitarian practitioners, and an academic article by Oxford Brookes University, documenting the experiences, learning and evidence from the ADCAP capacity strengthening approach.
- Liaise with other consortium members and ADCAP implementing partners to review and sign off on these publications, in close coordination with Oxford Brookes University.
- Develop a launch and dissemination strategy of the publications, sharing learning around innovative capacity building activities across the humanitarian sector at global regional and country level.
- Guide the Handicap International MEAL officer in the development of other learning products such as the collection of case studies, in coordination with Oxford Brookes University.
- Working with the project team and consortium members, oversee the implementation and adaptation of the project monitoring and evaluation framework in line with the DEPP MEL framework and the monitoring framework agreed with OFDA.
- Manage the ADCAP programme evaluation by an external evaluator, supported by the Programme Officer, and coordinate contributions to the DEPP overall evaluation in liaison with the Start Network.
- Promote learning and integration of disability and ageing into HelpAge and other Start Network agencies programmes and policy.

Launch of the revised Minimum Standards for Age and Disability Inclusion

- Work closely with CBM and other consortium members to finalise the text of the revised Minimum Standards, ensuring sign off by all relevant stakeholders.
- Oversee editing, design and publication of the revised Minimum Standards, supported by the Programme Officer.
- Develop a launch and dissemination strategy for the revised Minimum Standards supported by the Programme Officer, to ensure recognition and global uptake of the Standards, building on the momentum created by the feedback and revision process. Present the document in online and in person launch events.
- Lead an application for Sphere partnership and approval by Sphere in close coordination with the consortium and other relevant stakeholders.

Representation and collaboration

- Occasional travel for launch and dissemination of the revised Minimum Standards.
- Lead engagement with external stakeholders (UN agencies, government bodies, local NGOs and other INGOs) and the implementing partners to disseminate and raise awareness of the project outputs.
- Represent the ADCAP Programme in global events, meetings and workshops.
- Represent the A&D Consortium in DEPP stakeholder group meetings at UK and international level.
- Represent HelpAge International in the Sphere handbook revision process, as the thematic expert on older people.

Team work

- Line management responsibility for the ADCAP project team, including the Programme Officer and the Disability Advisor
- Provide cover for the Programme Officer and the Disability Advisor as necessary.
- Undertake any other duties as and when necessary to fulfil the objectives of the project.

Person specification

Essential

- Degree in International Development, Humanitarian Affairs or related field.
- Substantial experience in humanitarian, emergency or development work, ideally in a management role
- Strong knowledge of humanitarian charters, laws, standards and guidance
- Experience in (humanitarian) advocacy and policy work
- Experience of managing multi-agency, multi-stakeholder programmes, including management of partners or subcontractors, preferably in a leadership role, and a strong understanding of the relationship management required.
- Experience of managing and publishing learning and evidence collection from humanitarian programmes
- Experience in managing external evaluations
- Demonstrated experience in developing proposals for multi-stakeholder, complex projects, and engaging with donors to secure funding
- Strong communication, networking, influencing, analysis and writing skills (in English) and able to summarise and present information to diverse audiences
- Demonstrated competence in complex grant programme management and knowledge of institutional donor compliance requirements (in particular OFDA and DFID)
- Experience of organising and presenting at thematic conferences, workshops and events
- Excellent interpersonal, management and team building skills
- Able to set priorities for self and team and ensure priorities are addressed
- Able and willing to travel overseas as required.

Desirable

- Experience of working/living in humanitarian contexts
- Experience of promoting inclusion of older people and persons with disabilities in humanitarian operations, protection or gender mainstreaming or related themes.
- Experience in the roll out or promotion of humanitarian standards
- Experience of developing and implementing capacity building activities and organisational development/change processes.