

<b>Job Title:</b>	Head of Humanitarian Programmes
<b>Department:</b>	International Programmes
<b>Location:</b>	London
<b>Reports to:</b>	Director, International Programmes
<b>Line Management responsibility:</b>	Emergency Response Team
<b>Budgetary Responsibility:</b>	tbc
<b>Child safeguarding level:</b>	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>

**Job Purpose:**

This post will lead Muslim Aid’s global emergency surge management through the continual development and management of humanitarian capacity and surge resources ensuring high quality programme delivery to communities affected by disasters. This includes responding to slow and rapid onset emergencies and supporting communities to become resilient to future shocks. In all its work, Muslim Aid ensures focus is on the affected population.

The post holder will contribute to the development of the global humanitarian programme strategy whilst providing operational management assistance, funding and programmatic support to the humanitarian team, country offices and working in close coordination with the Regional teams and the International Programmes Directorate. The post also acts as a focal point for World Humanitarian Summit, CHS, and related advocacy issues.

**Key Accountabilities:**

Provide Humanitarian and IPD strategy objectives

1. Ensure Humanitarian response programmes are well managed and coordinated internally and externally.
2. Ensure that departmental objectives are actively monitored, continuously analysed and adaptable to changing internal and external environments.
3. Preparing MA humanitarian plans with budgets and initiating a timely and effective emergency response.
4. Through global assignments, using evidence-based learning, influence and amend humanitarian strategy.
5. Lead on the coordination of key strategic activities and events involving various stakeholders.
6. Attending and participating in key events, training courses and forums.

Management of humanitarian surge resources globally

7. Manage the recruitment, identification and deployment of humanitarian surge resources for global emergency responses.

8. Create and manage systems to support surge staff (including performance management), and regularly analyse and report on the resultant data.
9. Through regularly reviewing and adapting the MA Surge Roster mechanism, support strategic decision making within Humanitarian team and IPD.
10. Support the implementation of key globally linked surge systems and processes which result from the ongoing evolution of surge resources and capacity across the organisation.
11. Participate in the START Network's Transforming Surge Capacity Project; build and maintain external relationships, attend key forums and events, and represent MA to a wide range of stakeholders.
12. Closely coordinate the ERT with the ALERT system, to ensure that the Roster is integrated into individual DPPs and country office activities.
13. Work closely with country offices to ensure Roster supports individual DPPs and national/regional ERTs are supported by and integrated with central roster.
14. Establishing links and partnerships with other agencies, institutional donors and networks engaged in capacity building and surge planning.

#### Lead on providing emergency scale-up globally

15. In emergency situations, undertake deployments to field locations in order to assist disaster response efforts through effective surge management and programmatic support.
16. Work with local MA teams to create action plans, closely monitor project statuses from start to finish, and contribute to the effective implementation and delivery of emergency projects.
17. In conjunction with the regional desk, development and critical appraisal of emergency proposals, budgets and reports.
18. Liaise with internal and external donors to ensure emergency funding is secured.
19. Build and manage strong relationships with HQ and external stakeholders.
20. Actively listen and convey expectations, plans, and outcomes effectively.

#### Coordinate key WHS activities with stakeholders

21. Act as the focal point within the Humanitarian Department for all World Humanitarian Summit related issues.
22. Focal Person for leading the Muslim Aid Humanitarian advocacy with the engagement at the UK and global level, while also supporting the development and/or strengthening of the advocacy work in countries.
23. Build and sustain effective organisational relationships with key influencers, ensuring that the MA priority messages and issues have a strong profile with relevant international decision makers and opinion formers.

#### Lead on emergency communication flow

24. Ensure accurate and timely information flow on emergency activities to all internal parties. This will be done primarily through the regular dissemination of Emergency Alerts, Updates and Sitreps.
25. Respond to internal and external funding queries through close coordination with Funding team and regional managers.

#### Provide operational management assistance, coordination and funding support

26. Provide programmatic and administrative desk support in relation to MA emergency projects and ongoing Humanitarian projects (e.g. START Network, Transforming Surge Capacity,).
27. Work closely with the Finance Department to ensure that all expenditure is processed in accordance with policies and budgetary requirements.

#### Leadership and Management

28. Line Manage, coach and develop the Humanitarian Programmes Manager.
29. Provide regular one to ones to the relevant employees, ensuring that you adhere to MA's annual appraisal "PACE" framework
30. Ensuring that relevant employees are set with annual SMART objectives and making sure that you are aware of your SMART objectives from your line manager

Other

31. Undertake national and international travel as required to meet the demands of the post.
32. To ensure all records are maintained and stored appropriately in line with MA document management and IT policies.
33. Comply with all policies, procedures, legal and regulatory requirements.
34. Any other duties commensurate with the accountabilities of the post.

Person Specification		
	Essential / Desirable	Assessment Stage
<b>Qualifications:</b>		
Masters qualification in Humanitarian Studies (or relevant discipline).	Desirable	Application
Relevant qualifications in related field, or be able to demonstrate how previous experience or qualifications in a comparable field may be transferable.	Essential	Application
<b>Experience &amp; Knowledge:</b>		
Significant experience in Disaster Management at national and international level with International NGO.	Essential	Application and Interview
Proven experience of managing a high workload and multiple priorities.	Essential	Application and Interview
Knowledge of disaster management and a good understanding of relevant humanitarian and policy issues.	Essential	Application and Interview
Knowledge and understanding of International Humanitarian System and the WHS.	Essential	Application and Interview
Demonstrated understanding in most of the following sectors: Disaster and response management; Community managed disaster preparedness activities; Government (s) led Disaster Management System.	Essential	Application and Interview
Knowledge of the dynamics of national partner organisations and role of the Government, INGOs and UN agencies in humanitarian settings.	Essential	Application and Interview
Good knowledge of best practices in surge capacity.	Essential	Application and Interview
<b>Skills &amp; Abilities:</b>		
Good interpersonal and communication skills and ability to liaise effectively with people at various levels.	Essential	Application and Interview
Good team work skills with the ability to work with different and sometime conflicting agendas.	Essential	Application and Interview
Strong facilitation, coordination, project management skills and representation skills.	Essential	Application and Interview
Analytical and strategic budget skills	Essential	Application and Interview
Proven numeracy and financial management skills.	Essential	Application and Interview
Adaptable and flexible.	Essential	Interview
Excellent presentation skills.	Essential	Interview
Additional language(s) from the following regions: Europe, South Asia, South East Asia, Middle East and/or Africa.	Desirable	Application and Interview
IT literate with knowledge of Microsoft Office applications and the ability to learn and use any software adopted by Muslim Aid.	Essential	Interview
Ability to adapt to changing deadlines and priorities.	Essential	Interview

Ability to work in and with a diverse team.	Essential	Interview
Ability to work under pressure and on own initiative.	Essential	Interview
Willingness to travel at very short notice.	Essential	Interview
<b>Commitments:</b>		
Commitment to Muslim Aid's mission, visions and values	Essential	
Commitment to Muslim Aid's ethos	Essential	
Commitment to equality of opportunity and diversity	Essential	
Commitment to Muslim Aid's Child and Vulnerable Adults Policy and Procedure	Essential	

You will display the competencies below :	
Competencies	Definition
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts
Communication	The ability to listen, express and communicate information effectively
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals
Results Focused	Getting the job done in an efficient way through effective time, task and financial management
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives

Please signify your acceptance of this job description by signing below and returning a copy to HR					
Employee signature:		Employee Name:		Date:	
Line Manager signature:		Line Manager Name:		Date:	