



Job title:	Grants Manager
Working base:	17-21 Wenlock Road, London, N1 7GT
Reporting to:	Programmes & Finance Manager
Direct reports:	None
Salary:	£42,000 - £44,000 per annum
Contract status:	Full time, 3-year contract

Who we are and what we do

The Disasters Emergency Committee (DEC) is a unique and dynamic membership organisation which comprises 15 of the UK's leading humanitarian agencies: ActionAid, Action Against Hunger, Age International, British Red Cross, CAFOD, CARE International, Christian Aid, Concern Worldwide (UK), Islamic Relief Worldwide, International Rescue Committee UK, Oxfam GB, Plan International UK, Save the Children, Tearfund and World Vision.

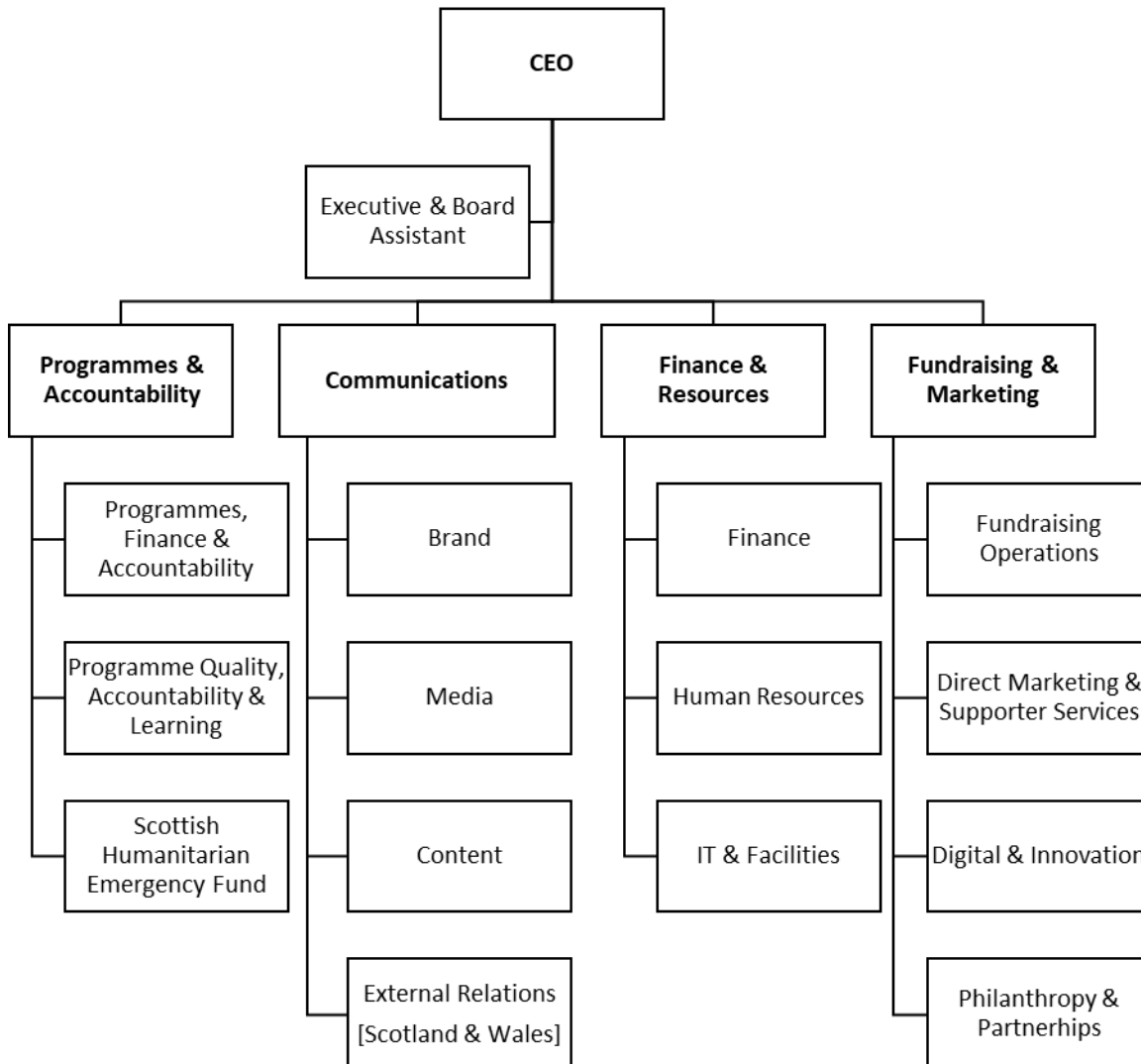
Since it was founded in 1963, the DEC has run over 75 fundraising appeals and raised more than £2bn to help save lives and protect livelihoods in disaster-affected communities around the world.

The DEC launches appeals when there is a humanitarian emergency of such magnitude to warrant a national UK response. DEC fundraising appeals benefit from unique corporate partnerships through our Rapid Response Network and the combined expertise of our member agencies, resulting in wide reaching appeals across high profile TV, radio, and an increasing number of digital channels.

Most DEC funds are raised over an intensive two-week period following a disaster. Appeal funds are specifically for overseas humanitarian work and are normally spent over a two or three-year response period. An important part of the DEC's remit is in learning, accountability and sharing information.

The DEC Secretariat is funded by contributions from its member agencies and is responsible for the day-to-day running of the DEC. There are currently 32 staff members and a small number of dedicated volunteers, working together to promote the values of dynamism, openness, collaboration, empowerment, and innovation.

DEC Structure



Purpose of the role

The purpose of the Programme Manager is to build and sustain solid understanding of the evolving humanitarian context and maintain strong oversight of the DEC funded programme including the reporting cycle, adaptive programming and facilitating strong and relevant member engagement and external briefings over the duration of the response.

Key Responsibilities & Competencies

Communication and Collaboration

- Key programmes point of contact regarding the DEC funded programme, responding to enquiries from member agency programmes and finance staff, facilitating timely and accurate communication.
- Develop and maintain strong oversight of the DEC funded response.
- Maintain strong understanding of response context.
- Manage and provide timely, response briefings to internal and external audiences, key stakeholders including the Foreign, Commonwealth and Development Office [FCDO] and, broadcasters.
- Update Appeal's frequently asked questions [FAQ's].
- Pivotal contact for key programmes regarding the DEC appeal, within DEC Secretariat.

Analysis and Reporting

- Review, evaluate, and advise on member agency plans and reports for consistency and coherence of data across submitted documentation.
- Contribute to the review and analysis of plans and reports submitted by member agencies in response to DEC appeals.
- Manage external reporting requirements including preparation of stakeholder reports.

Management and Leadership

- Coordinate the team's surge capacity to deliver points above, which may involve managing a team of external consultants and training them in the use of our knowledge management system [Box].
- Coordinate with the Programme Quality, Accountability & Learning Manager to ensure monitoring, learning and accountability initiatives are timely and appropriate to the response.
- Lead or support real-time reviews and community perception studies.

Competencies	Grade	Description
1. Delivering Quality Results	C	Supports others to achieve outstanding results and to manage risks well.
2. Planning	C	Takes a 'helicopter' view and anticipates the future.
3. Analytical and Innovative Thinking	D	Addresses the root causes of complex problems.
4. Communications	C	Communicates complex technical and/or sensitive/high risk information effectively.
5. Team Working and Collaboration	D	Builds partnerships at highest Government levels.
6. Leading and Motivating	C	Champions ownership of corporate decisions and leads and motivates others or direct reports effectively
7. Resilience	C	Clarifies priorities and supports others to cope with pressure.

Person Specification

Essential	
Experience / Knowledge	<ul style="list-style-type: none"> • Proven experience, knowledge and understanding of humanitarian response programmes. • Proven experience in managing web-based databases for programme data and financial management. • Proven ability to prepare reports for diverse audiences, utilising appropriate tools and methods to ensure recipients needs are met. • Proven experience of presenting complex data for a range of audiences. • Demonstrable track record of effective project management in similar roles/sectors. • Sound understanding of programmes Monitoring, Evaluation, Accountability & Learning [MEAL], processes
Skills / Competencies	<ul style="list-style-type: none"> • High level of technical ability with all usual computer software packages and data analysis and visualisation software [i.e., Microsoft Office, Adobe, Box]. • Proven financial acumen to comfortably evaluate financial information and manage budgets. • High attention to detail and numerate accuracy in analysing and using data and financial information, to write coherent reports. • Clear and confident communicator both orally and in writing [in English]. • Able to use initiative and judgement to proactively identify and resolve problems. • Good relationship and interpersonal skills with ability to provide advice, training, and support across diverse teams. • Effective time management and organisational skills including the ability to manage a significant workload with competing priorities.
Organisational Culture and Mind Set	<ul style="list-style-type: none"> • Ensure DEC's values are upheld and integral to all your work throughout your DEC journey. • Open to effective, personalised support for managing a healthy work-life balance. • Acute self-awareness, maintaining behaviour and conduct of the highest standards of professionalism and respect as an ambassador for the DEC. • Actively contribute to make the DEC a diverse and equitable workplace through inclusive practice and openness to different perspectives, cultures, and ideas. • Embrace the working culture of a progressive learning, and demanding humanitarian secretariat, seeking insight and using problems as opportunities to learn.

Policies & Procedures

- Familiarity with, and adherence to, DEC's policies and procedures, including but not exclusive to Code of Conduct, Health and Safety and Dignity at Work. Policies will be updated from time to time, and in response to best practise/legislative changes.
- **Hybrid Working;** The DEC has adopted a hybrid model of working. Our headquarters are in London, and office-contracted staff are [currently], expected to be present in the office at least 2 days a month. Staff are encouraged to come into the office to facilitate face to face meetings and to enable interaction with internal and external staff. However, the DEC recognises the benefits of working remotely, both in terms of work focus and of work-life balance. Specific working patterns will be agreed with the line manager at the commencement of the contract.
- **Working hours and travel;** the post-holder may on occasions be required to work additional hours in response to an emergency [see PJA below], events held outside office hours, or to extra workload. Where possible, notice of this will be given and TOIL (time off in lieu) is available.
- **Deployments,** the post holder would be expected to travel to DEC funded programmes to provide support to in-country member agency staff and partners. It is expected that each deployment will be 2-3 weeks and may be initiated at short notice.
- **Period of Joint Action [PJA];** when approval is met for launching an appeal, the DEC will launch a Period of Joint Action [PJA] with its members, usually for 14 consecutive days [which includes weekends]. There is an expectation for colleagues to be able to work additional hours during this time and attend [daily] 9am updates. The DEC acknowledges that the PJA comes with some pressure, and whilst the DEC provides as much emotional and financial support as is possible, it is only fair to state that this period of time will be intense and may have an impact on your personal, time and commitments. Any hours worked in excess of contractual hours during this period will be recovered through the DEC's Time Off in Lieu scheme.

Benefits

- 25 days annual leave plus statutory public holidays.
- HealthCare Cash Plan, providing an array of health services, [£1, 660 cash value, per year], with access to an Employee Assistance Programme.
- 8% Employers pension contribution (post probation).
- Season ticket loan (post probation).
- Cycle-to-work scheme (post probation).

This job description is a guide to the nature of the work required of the position at the DEC and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required as the DEC learns and evolves in response to global emergencies