



Job title: Programme Quality, Accountability & Learning Officer

Working base: 17-21 Wenlock Road, London, N1 7GT

Reporting to: Programme Quality, Accountability & Learning Manager

Direct reports: None

Salary: Circa £32, 000 per annum.

Contract status: Full time, 2 years fixed term 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.

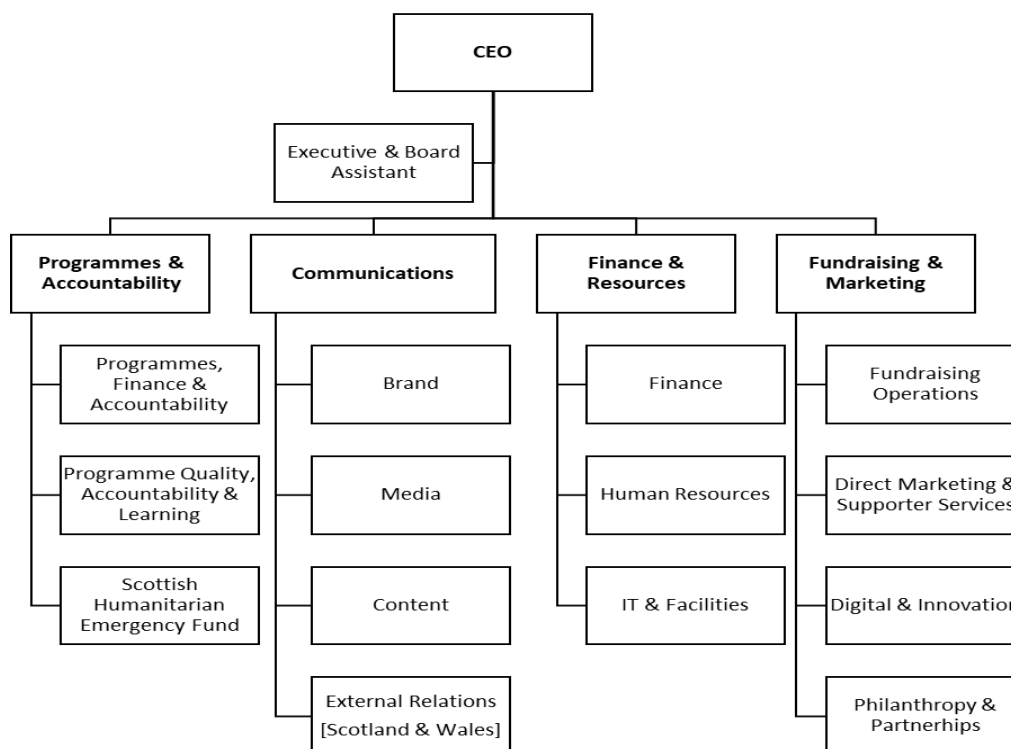
Since it was founded in 1963, the DEC has run over 75 fundraising appeals and raised more than £2 billion to help save lives and protect livelihoods in disaster-affected communities around the world.

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.

The majority of 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; we learn, adapt, and evolve.

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 37 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

This role will directly contribute to the learning and growth of the DEC and its members, so that they are better able respond to urgent humanitarian emergencies and provided timely, quality assistance to those affected.

The post holder will support the monitoring, evaluation, accountability and learning activities that the DEC undertakes with its 15 member agencies across ongoing appeals, which are currently active in Afghanistan, Ukraine (including Poland, Romania, Moldova, and Hungary), Pakistan, Turkey, and Syria.

Key Objectives, Responsibilities & Competencies

Programme Monitoring, Evaluation and Learning

- Regular monitoring of humanitarian crises around the world; regular monitoring of the situation in the countries where DEC has active appeals.
- Contribute to review of members' programme plans and reports.
- Consolidation, coding, cleaning, and quality assurance of member's submission data for ongoing appeals.
- Development of reports conveying key messages.
- Reviewing members' evaluations to ensure they comply with DEC standards.

Accountability and Learning

- Contributing to the drafting of Terms of References for learning initiatives aimed at helping the humanitarian sector to grow and improve.
- Maintaining a log of recommendations from DEC learning outputs to ensure that they are regularly disseminated and addressed.
- Maintaining and adapting the DEC Research & Learning Agenda and connected Dissemination Strategy on topics such as the environment or localisation.
- Helping to coordinate members' evaluations.

Communication and Stakeholder Relations

- Liaising with internal and external stakeholders related to MEAL activities.
- Acting as the key focal point for liaising with the 15 member organisations on MEAL related issues.
- Administrative support, including drafting contracts, setting up meetings, taking notes at meetings.
- Preparing presentations for meetings, technical support for meetings.
- Participate in relevant monitoring, evaluation and learning working groups and other external meetings and networking events.
- Perform other duties that are relevant and appropriate to the role when required.
- Deputising for PQAL Manager where necessary

Organisational Culture and Mind Set

- Ensure DEC's values are integral to and are upheld, 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.

General

- Familiarity of, 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 legislative changes.
- The DEC has adopted a hybrid model of working. Our headquarters are in London, and office-contracted staff are 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, travel, and Period of Joint Action [PJA]

- The post-holder may on occasions be required to work additional hours in response to an emergency appeal, events held outside office hours or to extra workload. Occasional UK travel and overseas visits may also be required.
- When an emergency appeal is launched, we have a period of joint action with our members, which lasts for 2 weeks. During this period, we expect staff to be available throughout, to support an array of actions, deliverables, and external communications across the secretariat.
- Where possible, notice of working additional hours will be given and TOIL (time off in lieu) is available.

Competency Profile: the baseline behaviours required for this role.

Competencies	Grade	Description
1. Delivering Quality Results	B	Demonstrates excellent project management skills within team.
2. Planning	B	Is aware of others' activities and vice versa in planning activities.
3. Analytical and Innovative Thinking	A	Gathers information and identifies problems effectively.
4. Communications	B	Fosters two-way communication and adapts communications effectively.
5. Team Working and Collaboration	A	Works effectively as team player.
6. Leading and Motivating	A	Open to learning and responds positively to feedback.
7. Resilience	B	Remains professional under external pressure

Person Specification

	Essential
Education / qualifications	<ul style="list-style-type: none"> A graduate level qualification in a relevant discipline and/or work experience in the humanitarian/development/charity sector. Working for a NGO, UN Agency or similar, with international experience, is desirable.
Applied skills, knowledge & expertise	<ul style="list-style-type: none"> Experience with monitoring, evaluation, and research design/implementation, preferably gained in a humanitarian and/or development context. Ability to thoroughly check and clean large datasets, as well as analyse quantitative and qualitative data. Clear and confident communicator both orally and in writing [in English], with the ability to quickly synthesise information. High attention to detail and accuracy in processing and presenting information. Knowledge of and proven experience with standard computer software packages (including Microsoft Word, Excel, PowerPoint), experience with additional software such as R, SPSS, Nvivo, ATLAS, [GIS and graphic design software is highly desirable]. Ability to engage with stakeholders at varying levels and to facilitate consultation and feedback processes.
Experience / Understanding	<ul style="list-style-type: none"> Strong understanding of humanitarian crises globally; alongside a detailed knowledge of humanitarian principles, programming and how the sector operates. Good understanding of M&E frameworks and humanitarian indicators used to measure outcomes and impacts. Experience of providing administrative and operational support in a similar role, including proven ability to develop, maintain and improve administrative and operations systems and procedures. Good understanding of accountability to affected populations (AAP); working knowledge of the Core Humanitarian Standard (CHS) an advantage. Experience with a DEC member agency is an advantage.

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.
- Gym Pass- Discounts to gyms and other fitness/wellbeing products.
- 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.

