



<b>DETAILS OF ROLE</b>		
<b>Role title</b>	<b>Grants Manager-Ukraine Humanitarian Programme</b>	
<b>Reports to</b>	<b>Head of Programmes [ &amp; Maternity cover]</b>	
<b>Directorate &amp; Team</b>	<b>Programmes &amp; Accountability  Programmes</b>	
<b>Contract type</b>	<b>Full time. 2 years fixed term contract, with the potential to extend.</b>	
<b>Location</b>	<b>17-21 Wenlock Road, London, N1 7GT</b>	
<b>Salary</b>	<b>£42K per annum</b>	<b>Grade 5 / Zone 1</b>

## 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.

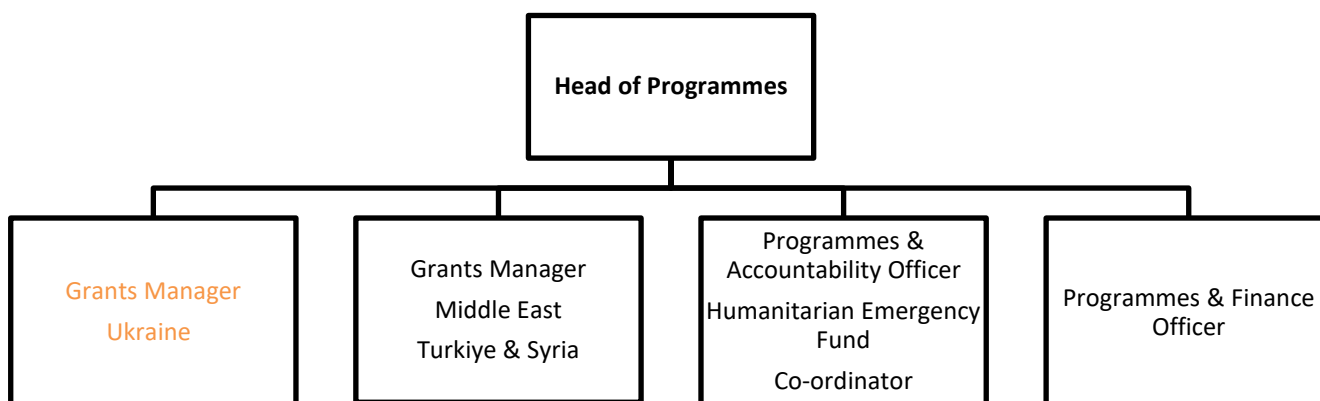
Since it was founded in 1963, the DEC has run over 78 fundraising appeals and raised more than £2.4 billion to help save lives and protect livelihoods in disaster-affected communities around the world.

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.

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 a range of core cost funders, and is responsible for the day-to-day running of the DEC. There are currently 41 staff members and a small number of dedicated volunteers, working together to promote the strategic values of collaboration, accountability & transparency, learning, humanitarian, and impartiality.

## Team Structure



### Purpose of the role

The purpose of the Grants Manager [Ukraine] 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 facilitate strong and relevant engagement with DEC member charities and local partners 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 charity programmes and other related staff, facilitating timely and accurate communication.
- Develop and maintain strong oversight of the DEC funded response including but not limited to programmes, finance and MEAL related activities.
- 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, other key stakeholders.
- Update Appeal's frequently asked questions [FAQ's].
- Pivotal contact regarding the DEC appeal, within DEC Secretariat.
- Facilitate learning exchange webinars with DEC members, local partners and other relevant stakeholders when required.
- Travel to Ukraine and surrounding response countries to deliver workshops with members and their local partners.

#### Analysis and Reporting

- Review, evaluate, and advise on member charity plans and reports for consistency, trends analysis and coherence of data across submitted documentation.
- Contribute to the review and analysis of plans and reports submitted by member charities in response to DEC appeals.

- Share timely and relevant information and analysis from plans and reports with DEC member charities and local partners.
- Manage external reporting requirements including preparation of stakeholder reports and infographics.

### Management and Leadership

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

Competencies	Level & Descriptor	Demonstrable descriptors
<b>1. Delivering Quality Results</b>	<b>C</b> Supports others to achieve outstanding results and to manage risks well.	>Supports others to take decisions appropriate for their level. >Encourages mitigating risks across teams they work with/ manage. >Ensures the quality of all internal/external work of own and others.
<b>2. Planning</b>	<b>C</b> Takes a “helicopter” view and anticipates the future.	>Demonstrates an ability to step back from operational issues and see things holistically. >Anticipates how actions will impact other teams and negotiates to reach mutually acceptable solutions. >Demonstrates how complex strategic issues can be broken down into simple discrete steps. >Keeps abreast of the internal and external environment.
<b>3. Analytical and Innovative Thinking</b>	<b>D</b> Addresses the root causes of complex problems.	>Carries out effective scenario planning and comes up with innovative options. >Takes steps to address the root causes of highly complex problems. >Anticipates problems based on evidence and take steps to mitigate them.
<b>4. Communications</b>	<b>C</b> Communicates complex technical and/or sensitive/high risk information effectively.	>Resolves intra-team and inter-team conflicts effectively. Communicates complex operational, technical and strategic issues credibly with widely varied audiences. >Influences internal and external audiences on specific issues. >Scans the internal / external environment for key information and messages to support communication strategies. >Understands other’s underlying needs, concerns and motivations and communicates effectively in sensitive situations.

<b>5. Team Working and Collaboration</b>	<b>D</b> Builds partnerships at highest Government levels.	>Builds partnerships at highest level which support the DEC's work. >Influences, lobbies and secures support from stakeholders at the highest level.
<b>6. Leading and Motivating</b>	<b>C</b> Champions ownership of corporate decisions and leads and motivates others or direct reports effectively.	>Acknowledges good performance and deals with issues concerning poor performance. >Carries out staff assessment and development activities conscientiously and effectively. >Delegates well >Encourages their team to develop continually their individual potential, create a learning culture. >Ensures any external learning is effectively brought in-house.
<b>7. Resilience</b>	<b>C</b> Clarifies priorities and supports others to cope with pressure.	>Displays a positive and enthusiastic approach and is not deterred by setbacks, finding alternative ways to reach goals or targets. >Sees and shows others the benefits of strategic change. >Helps colleague/ team members to manage stress through prioritisation of workloads and modelling of appropriate self-management and care.

<b>Essential criterion and descriptors</b>	
<b>Knowledge / Experience</b>	<p>Essential and proven experience, knowledge and understanding of humanitarian response programmes delivered by DEC members.</p> <p>Proven experience in managing web-based databases for programme data and financial management.</p> <p>Proven ability to prepare reports for diverse audiences, utilising appropriate tools and methods to ensure recipients needs are met.</p> <p>Proven experience of presenting complex data for a range of audiences.</p> <p>Demonstrable track record of effective project management in similar roles/sectors.</p> <p>Sound understanding of programmes Monitoring, Evaluation, Accountability &amp; Learning [MEAL], processes.</p>
<b>Skills</b>	High level of technical ability with all usual computer software packages and data analysis and visualisation software [i.e., Microsoft Office, Adobe, Box].

<p><b>Skills continued</b></p>	<p>Proven financial acumen to comfortably evaluate financial information and manage budgets.</p> <p>High attention to detail and numerate accuracy in analysing and using data and financial information, to write coherent reports.</p> <p>Clear and confident communicator both orally and in writing [in English].</p> <p>Able to use initiative and judgement to proactively identify and resolve problems.</p> <p>Good relationship and interpersonal skills with ability to provide advice, training, and support across diverse teams.</p> <p>Effective time management and organisational skills including the ability to manage a significant workload with competing priorities.</p> <p>Team oriented and self-motivator.</p>
<p><b>Secretariat Culture and Mind Set</b></p>	<p>Ensure DEC's values are upheld and integral to all your work throughout your DEC journey.</p> <p>Open to effective, personalised support for managing a healthy work-life balance.</p> <p>Acute self-awareness, maintaining behaviour and conduct of the highest standards of professionalism and respect as an ambassador for the DEC.</p> <p>Actively contribute to make the DEC a diverse and equitable workplace through inclusive practice and openness to different perspectives, cultures, and ideas.</p> <p>Embrace the working culture of a progressive learning, and demanding humanitarian secretariat, seeking insight and using problems as opportunities to learn.</p>

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.