

## Job Description and Person Specification

---

Job title	<b>Programme Manager- Staff Safety</b>
Date reviewed	05/01/09
Purpose	Manage and implement the Staff Safety Training Programme
Responsible to	Country Director- Sudan
Working with	This post is a key member of RedR's Country Management Team in Sudan and will also work with the Learning & Development and International Programme teams in RedR London
Responsible for	Learning and Development Coordinator, training Team Leaders, Trainers, and Consultant Trainers. Managing external relations related to the programme.
Location	Khartoum, Sudan. However you will be required to travel to El Fasher, Nyala and Geneina in Darfur (please be aware location may change).

### RedR and the work we do

RedR rebuilds people's lives by providing frontline aid workers with the skills they need to make a difference. We do this by:

- Building skills of local people and communities in affected regions
- Delivering expert training in the UK and worldwide for aid professionals working
- Advising international relief and development organisations
- Supplying online expertise to aid workers in the field
- Recruiting professionals who can respond at short notice or take permanent positions
- Supporting a network of members who are vital to humanitarian work.

In response to recent humanitarian catastrophes, RedR has changed the way that we provide training and support. We now also work directly in regions affected by natural disasters and emergencies. We currently have training and local capacity building programmes in Sri Lanka following the devastating tsunami, in Sudan in response to the increasing destabilisation of the region and in Eastern Africa because it is a key base to agencies engaged in humanitarian work.

### Background

As a response to the deteriorating security situation in Sudan (Darfur) the RedR Security Programme started a country specific initiative in late 2004. A baseline survey of the safety and security practices of NGOs was undertaken in late 2005 to establish where agencies are at with their security management. It also helped to identify the main areas where further training and learning and support activities are required, as well as the main blockages to good security management within the NGO sector.

RedR has since established a country office in Khartoum (initially with only 3 staff in place, and now with up to 35 both international and national staff), and delivered a number of training events as well as providing learning support to NGO staff and other relevant humanitarian actors concerning safety and security within the Darfurs.

The RedR Sudan programme has now received funding to continue offering their much needed safety and security training to the humanitarian community in the Darfurs. The current strategy is to develop more permanent field bases in the Darfurs, to offer more frequent and regular training events and learning support services.

## Job Description

**The list does not cover the full scope of tasks and responsibilities of the Programme Manager, but serves to illustrate some of the areas of emphasis for the post.**

This project aims to provide training on staff safety practices to NGOs in Darfur. It comprises foundation level training appropriate for all NGO staff in Darfur and a certificated training programme addressing the management of staff safety, targeting senior level personnel. The Programme Manager (PM) is directly responsible for programme development, team management, activity implementation, donor relations and in coordination with the Country Director, general oversight of the operations of RedR in Sudan. In some circumstances the PM may undertake a training role to support the programme. The post holder must be an experienced trainer and manager with a demonstrated track record of implementing, administering and developing training projects.

## Main Duties and Responsibilities

- Training Management– The PM will implement the staff safety programme as per the proposal and training timetable. The PM is to lead the development of the new modules, collaborating with RedR's office in London. The PM is responsible for all Programme reporting requirements.
- Organising – develop systems to deliver training courses and workshops designed with the overall intention of improving the competence of relief workers in Darfur. The PM will ensure that materials and equipment for all training is available and functioning.
- Impact analysis – The PM is ultimately responsible for programme monitoring and evaluation. The PM is responsible of planning a monitoring and evaluation process that measures the effect of the training on staff safety in Darfur to be implemented with the Organisational Learning Coordinator. As part of this the PM will ensure that an appropriate data collection and collation mechanism to record participation, evaluation and impact analysis is maintained by the training team members.
- Leading the project team – The team comprises national trainers that are jointly responsible for facilitation of training sessions. The PM is responsible for establishing and leading this training team into a cooperative and interactive unit. Team development and leadership is therefore an important component of the project and the PM will be charged with implementing a capacity development plan for the national trainers.
- Project Marketing - The PM will develop a proactive marketing strategy to ensure that NGOs make maximum utilisation of this training project. The PM will work with the Communications Coordinator on branding, development of case studies and ensuring the professional look of the training product.

- Liaison with the government and local authorities – The PM will be charged with coordination with local authorities in Darfur and ensuring that the project follows all the required implementation protocols.
- Networking and participating in coordination meetings – The PM will engage in external coordination with UNOCHA, other UN agencies, counterpart NGOs and on-going project development forums.
- Security- working with the Country Director, the PM will be responsible for appointing a Security Focal Point in each office location and co-ordinating a security response when required.
- Liaison with donors – In close coordination with the Country Director, the PM will maintain close cooperation with the donor representatives in Khartoum and when doing field visits.
- Administration including writing of project proposals and reports, financial management, etc. Though the Country Director is the budget holder this post is accountable for managing the project budget. The post holder will also be responsible for contributing to country level reporting and donor relations with regards to the project.

### **Other primary tasks**

- Maintaining close collaboration with the Finance Manager in Khartoum.
- Any other tasks or duties as required by the Country Director or the organisation.

### **Achievement Indicators**

- The training programme is carried out in a professional and well organised manner that reflects the RedR expertise in training facilitation.
- Ongoing impact analysis is carried out throughout the project's life so that training meets the needs of all stakeholders and beneficiaries.
- All training is completed according to an established training schedule.
- The activities of the project are developed, expanded and consolidated according to arising needs and in dialogue with NGOs, donors and other stakeholders.
- Efficient financial management of funds allocated to the project, disposed within authorized budget framework according to given guidelines and authorities, and managed in an appropriate and efficient manner.
- Adherence to deadlines, and ensuring that applications and reports are submitted according to established routines.
- Coordination with government, UNOCHA, other UN-agencies and NGOs is developed and maintained.
- Programme staff are supported and line management of three remote training teams is carried out with respect to RedR requirements
- Cooperation with Country Director and other relevant staff maintained

### **Person Specification**

#### **Essential**

- Excellent project management skills, including experience in budget monitoring and financial management procedures

- Solid experience in training preferably in safety/security related subjects, and experience of leading training schedules.
- Demonstrated understanding of safety and security in the humanitarian sector through training experience or through research/ application in a previous role.
- Proven record of excellent people skills, including good communication and interpersonal skills
- Familiarity with humanitarian operations, backed up by relevant experience in complex emergencies.
- Degree in Education, or other relevant Social Sciences tertiary qualification. Other degrees or training qualifications will be considered if relevant work experience is applicable.
- Commitment to humanitarian relief and knowledge of the sector
- Excellent computer skills, with good knowledge of Microsoft Office applications
- Sensitivity to cultural differences and the ability to adapt to different contexts
- Fluency in written and spoken English
- Willingness to learn basic Arabic in order to communicate with others
- Willingness and ability to travel within Sudan

## Desirable

- Knowledge in concept note preparation, proposal writing, budgeting and reporting, and an understanding of institutional donor requirements
- Previous experience of donors such as DFID, ECHO and USAID
- Knowledge of working in Arabic dominant cultures
- Working experience in Sudan

## Values

- Credible commitment to international humanitarian or development work

## Contract Terms

<b>Post</b>	Full-time, unaccompanied
<b>Period</b>	Fixed term- 6 month contract. Extensions are subject to further funding and performance
<b>Salary</b>	£24,689 gross p/a, plus £2200 location allowance (subject to funding)
<b>Provisions</b>	Shared accommodation provided, R&R leave, annual leave allowance
<b>Other</b>	As defined in our standard contract terms

## Expectations, Authority and Accountability

### What we expect of you

#### *Tasks*

- In a professional and diligent manner, to carry out the work specified in this job description and the specific tasks as agreed in the annual plan and reviewed periodically with the line manager

#### *Team*

- To work as part of the staff team to achieve our organisational goals.
- Communicate regularly with key colleagues through regular reporting, by email, phone and occasional face-to-face meetings

## *Individual*

- Adhere to our principles and values.
- Maintain and develop your own effectiveness, including taking responsibility for your health and general welfare and investing in your own professional development as it relates to our vision and mission.
- Be prepared to adapt to the changing environment that we, as a developing organisation, may experience.
- Bring to our attention issues of concern that could affect our ability to achieve our objects, including our support of you in your own role.

## **What you can expect of us**

That we act as a good employer, abide by the principles of the People in Aid code and provide:

- A salary and benefits package that is fair, competitive, affordable and in keeping with RedR's charitable status.
- Reasonable resources to do your job (office, equipment, budget etc), within our constraints
- Good induction, ongoing support and appraisal (including financial and time resources for your own professional development) from your manager
- Support and teamwork from your colleagues in a lively and professional atmosphere

## **Authority**

Working towards our mission bearing in mind our vision. The post-holder functions with authority from the Line Manager.

## *Limitations to Authority*

The Programme Manager shall operate within the parameters of the Strategic and Operational Plans and within good practice as understood in the sector and developed by the organisation. These limitations will be reviewed periodically.

## **Accountabilities**

Accountability in this relationship is mutual. The Country Director is accountable to the Programme Manager to provide support, guidance and resources and to relate to the post-holder in a manner consistent with our values. The Programme Manager is responsible to the Country Director for performance according to the expectations of the post and for operating within the authority delegated.