

Job Title:	Humanitarian Systems and Surge Coordinator		
Cluster:	Programmes and Global Engagement	Team:	International Humanitarian and Resilience Team (IHART)
Grade and Salary:	Grade D	Contract Type:	13 months fixed term (maternity cover)
Location:	GS Hub office/AA Country Office	Budget Holder:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Reports to: (incl matrix reporting)	Deputy Humanitarian and Resilience Director		
Direct Reports:	n/a		
Matrix Reports:	Technical support to members of the ActionAid global EFAST surge team and other deployed emergency response staff as required (external consultants, delegation deployments etc.)		
Operational Remit:	Global <input checked="" type="checkbox"/> Regional <input type="checkbox"/> Country Specific <input type="checkbox"/> Global Secretariat <input type="checkbox"/>		
DBS (CRB) / Police Check:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Job Role			
Role Overview:	<ul style="list-style-type: none"> Leads the strategic development, planning, implementation, monitoring and evaluation of technical support across a variety of humanitarian systems and surge themes for the ActionAid (AA) federation, including programmatic and operational preparedness, monitoring and evaluation of humanitarian systems and surge functions. Leads on significant external engagements with other agencies on humanitarian systems, surge and related funding systems, ensuring strategic engagements to inform and influence others based on ActionAid's key policy positions around women's protection and leadership, localization and accountability. Manages the AA federation's global surge pool (EFAST) of approximately 70 staff as well as external consultant and delegation deployments. This entails providing leadership, guidance and support to EFAST members and other deployed staff and ensuring effective coordination and support from across the federation with regards to emergency preparedness and humanitarian scale ups at times of crisis. Ensures quality standards and capacity building as required for EFAST and delegation members on protection, accountability, safety and security, people management, localisation and other agreed global standards. 		

	<ul style="list-style-type: none"> Manages the Disaster Preparedness and Response Fund (DPRF) and liaises directly with countries on grants, ensuring efficient management of funds and overall reporting for the federation. Coordinates and supports delegations, working groups and initiatives related to humanitarian systems, surge and processes, with focus on the accountability delegation, the security working group, health and wellbeing of humanitarian surge staff and the funding delegation.
Areas of Responsibilities	Key Activities
1. AAI Values Practice & Strategy Change Priorities	<ul style="list-style-type: none"> Leading Innovation and Change Establish a culture of excellence in respective team that values experimentation and continuous improvement Feminist Leadership: Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power) AAI Values Practice: Ensure personal and team culture that demonstrates all of AAI values including: Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility
2. Delivery on Strategic Priorities (Directorate/Clusterspecific - maximum 5 KPIs)	<p>1. Lead and coordinate ActionAid's Global Surge Pool (EFAST, delegations, technical advisors/experts, consultants) and engages externally with other agencies on humanitarian systems, surge and related funding systems.</p> <ul style="list-style-type: none"> Lead on the recruitment, management and deployment of EFAST members, delegation deployments, technical advisors/experts and consultants as required. Lead on the capacity strengthening of deployable staff in line with the strategic priorities of ActionAid's humanitarian signature, ActionAid's deployment policy and in coordination with relevant delegations, teams and external resources able to provide technical support. Ensure policies and processes for humanitarian systems and surge are continually updated to meet the needs of the federation and best practice, based on internal and external learning.

- Pro-actively work with AAI HR, Security Advisor and country management teams to ensure ActionAid meets its duty of care vis-à-vis any member of staff or consultant deployed.
- Proactively engage with the “Transforming Surge Capacity” Community of Practice in terms of follow up on shifting the power agenda, localisation and women’s participation and leadership in humanitarian surge in line with ActionAid’s humanitarian signature (women’s protection and leadership, accountability to crisis and disaster affected populations and shifting the power).

2. Management of the Disaster Preparedness and Response Fund (DPRF).

- Ensure the DPRF is maintained at a healthy level and managed vis-à-vis other funding sources such as flex-funds and other direct member contributions.
- Monitor expenditure of all DPRF emergency grants and coordinate key financial processes with the Deputy Humanitarian Director and IHART’s Management Accountant to ensure the DPRF budget is managed effectively.
- Develop and disseminate internal communication and promotional materials to increase the visibility and crucial role of the DPRF to meet ActionAid’s humanitarian signature and commitments.
- Work with funding colleagues, the funding delegation and members as appropriate to increase unrestricted/loosely restricted DPRF contributions across the ActionAid membership and explore different options to raise unrestricted/loosely restricted income in an increasing number of home markets of the federation, using a variety of approaches.
- Track DPRF appeal income to responses and ensure amounts and reporting requirements are communicated and followed up with the relevant emergency response country.
- Responsible for receiving, processing and following up on requests for DPRF money including strategic management recommendations and ensuring inputs of the wider IHART team (women’s protection, resilience, roving humanitarian advisor, policy and advocacy) to ensure ActionAid’s Humanitarian Signature is followed and strengthened in each application.
- Developing internal Memorandum of Understanding’s (MOU’s), ensuring timely reporting and updating systems in line with internal requirements in coordination with finance, team members and line manager.
- Line management of Covid-19 Project Officer
- Ensure consolidated quarterly DPRF reports are written and shared in the federation and provide/present additional ad-hoc reports/presentations for various audiences as required.

3. Emergency Preparedness, Response and Systems Management.

- Lead IHART's internal emergency preparedness working group and keep abreast of the latest emergency preparedness developments in the humanitarian sector, particularly with regards to ActionAid's Humanitarian Signature.
- If a Red alert emergency occurs, co-ordinate and facilitate an inception and programme planning workshop with the emergency response team in country, to outline the key ActionAid humanitarian systems and processes, in coordination with the Deputy Humanitarian and Resilience Director. Provide similar support as requested for Orange alert emergencies.
- Responsible for developing and coordinating appropriate humanitarian systems and surge functions in a consultative way based on gaps or needs of the humanitarian programmes, maximising internal learning across the federation.
- Provide targeted support to emergency response and preparedness systems for humanitarian priority countries as required.
- Ensure key programme quality elements are incorporated into humanitarian response plans and red/orange alert project designs, including Real Time Evaluations (RTEs), Accountability, Safety, Security and Duty of Care and other relevant Core Humanitarian Standard (CHS) elements in line with ActionAid's Humanitarian Signature.
- Develop and conduct trainings and webinars on core humanitarian skills, competencies, systems and initiatives across the federation according to strategic priorities and need.

	<p>4. Lead and coordinate support to delegations, working groups and initiatives related to humanitarian systems, surge and processes.</p> <ul style="list-style-type: none"> • Liaise with key internal and external actors in support of ActionAid's Core Humanitarian Standard (CHS) certification and implementation plan with regards to humanitarian systems, surge and processes. • Liaise with SHEA and Safeguarding team with regards to humanitarian systems and surge processes • Actively participate in the ActionAid's Accountability Delegation, supporting the federation wide work plan for CHS implementation as required. • Coordinate the security working group following the CHS audit and support the uptake of CHS safety and security related recommendations for humanitarian systems, surge and processes as required in coordination with ActionAid's Global Security Advisor, Humanitarian Champion-AA Kenya and the Humanitarian and Resilience Director. • Work with AAI HR to further develop federation wide duty of care policies and systems with regards to health and wellbeing of humanitarian surge and deployable staff. • Coordinate the federation wide funding delegation and work with the Humanitarian and Resilience Director to further develop ActionAid's humanitarian funding delegation and working groups with the aim of increasing humanitarian funding predictions and the sustainability of humanitarian programmes, preparedness and response mechanisms in ActionAid countries globally.
Education, Language & Qualifications	<ul style="list-style-type: none"> • Degree from a recognised University in relevant field • Fluent in written and spoken English
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> • Substantial experience of working in a humanitarian team/context on humanitarian systems, processes and surge capacity for an international development agency. • Comprehensive understanding of ActionAid's humanitarian signature (women's protection and leadership, accountability to crisis and disaster affected populations and shifting the power) and the potential to link this work to internal and external influencing. • Detailed understanding of organisational needs for emergency preparedness, response and processes with a strong ability to plan, foresee, mitigate and respond timely to internal and external challenges. • Ability to work in a multicultural context/environment, engage in social justice activism/advocacy and demonstrate innovative practices.

- Strong analytical, report-writing and presentation skills with the ability to present complex issues clearly.
- Ability to represent the organisation in relevant external fora.
- Proven programme and project management skills, including financial management skills.
- Ability to produce and contextualise training materials, toolkits, manuals and frameworks.
- Excellent coordination, negotiation, facilitation and communication skills, with an ability to handle conflicting priorities and deliver under time pressure.
- Willing to work unsocial hours when necessary, across time zones as required.

Desirable Knowledge, skills and Experience		<ul style="list-style-type: none"> • Participatory facilitation experience of multi-cultural groups. • Direct experience of surge support in a humanitarian context. • Database management and experience of setting up systems that function internationally.
Competency Profile		
Leading Organisation	Strategic Perspective	Demonstrate alignment of the Organisation's strategic priorities and goals.
	Change Management	Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment.
	Decisiveness and Agility	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment
Leading Others	Leading Teams	Attracts, motivates, and develops high performing teams.
	Building Collaborative Relationships	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
	Communication	Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.
Leading Self	Leading with Purpose and Credibility	Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI's values
	Innovation and Taking Initiative	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities