

JOB PROFILE

How to Apply for this Job



Tom Price/Tearfund

Background on Tearfund

Who we are: We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theory of Mission](#)

Our vision: To see people freed from poverty, living transformed lives and reaching their God-given potential

Our mission: We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

Our values: We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8

Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading though this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact recruitment@tearfund.org.

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

Job Profile

Job Title	Humanitarian Coordinator
Group	International Group
Team	West Africa (WA)
Location	In-Region (<i>role can be based in any of the eight countries in the West Africa Cluster: Burkina Faso, Chad, Côte d'Ivoire, Liberia, Mali, Niger, Nigeria, Sierra Leone</i>)
Responsible to	Cluster Strategic Programmes Lead – in matrix with Humanitarian Support Team

Part 1 – Job description

- **Main purpose of the job**

To provide technical support and humanitarian advice, to strengthen the disaster preparedness and response of Tearfund's partner led programmes. To respond to disasters directly if surge capacity is needed. To actively support knowledge management for the Corporate Outcome "Emergency Needs Met" for the West Africa Team and wider International Group; in particular to ensure that lessons learnt from earlier disaster responses are documented and learnt by Tearfund to ensure more efficient and effective responses to similar crises in the future. To ensure the corporate priority of Environmental and Economic Sustainability is outworked in humanitarian contexts.

- **Position in organisation**

- Grade: 3
- Reports to the Cluster Strategic programmes Lead
- Works closely with Country Directors, supporting the Country Director in implementing the disaster management aspects of their country strategies and the wider regional vision.
- Liaises with other WA Team members; Humanitarian Support Team; Thematic Support Team; Corporate Priorities: Environmental and Economic Sustainability Team, Church and Community Team and the Fragile States team; Global Fundraising Group and People and Talent Group
- Liaises with staff of external organisations, particularly, Start Network, donors, NGOs, Tearfund's partners and members of the Integral Alliance

- **Tearfund's Christian culture**

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are encouraged to:-

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theory of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

- **Organisational requirements**

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.

- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

- **Scope of job**

- Take the lead for WA cluster on the implementation of the Business Plan Outcome “Emergency Needs Met”.
- Supporting disaster response coordination in partner-led interventions, and in the event of a direct operational response, the role would play a significant support function.
- Training and capacity building
- Corporate learning and evaluation (e.g. facilitation and capturing)
- Promoting Humanitarian Sector Good Practice
- Supporting resource mobilisation and networking
- Representing Tearfund in country and regionally

- **Duties & Key Responsibilities**

1. Disaster Response Coordination

- In consultation with Country Directors and the Head of the WA Cluster, support the start up of partner-led disaster responses in WA using the Field Emergency Response Procedures (FERPs).
- Deployment (if necessary) to the disaster area to undertake assessments, guide and advise partners plus give support in defining Tearfund’s response strategy.
- In collaboration with Programme Funding, Humanitarian Support Team (HST), Economic and Environmental Sustainability Team (EES) and country teams, provide support in compiling proposals, budgets and operational reports for DEC, Start Network and other external donors and internal clients, primarily in the initial period of a new response (as required).
- Review response proposals and budgets from partners, making recommendations to Country Directors on whether to support them, in line with GPS/DRP processes.
- When requested, research and provide critical information to input into the decision making processes within the emergency response procedures.
- Supports ‘do no harm’ methodology and consideration of the environmental impact in any emergency response,
- Mainstream EES theology, principles and good practice in all programmes in order to make programmes environmentally and economically sustainable.
- Support monitoring and evaluation of emergency response interventions.
- When requested by Country Directors, provide and disseminate information on Tearfund’s response in each emergency for use in supporter communications, media releases etc.
- Help develop and maintain the effectiveness of the Emergency Response Register by providing training and mentoring for response, particularly at a regional level.

2. Training and Capacity Building

- Assist the WA Team in its capacity assessment of partners and assist in the creation of contingency plans and strategies to improve disaster preparedness and humanitarian response capacity.
- Work with the WA Cluster to identify their specific good practices gaps and identify ways to address these gaps.
- Implement updated modules in Tearfund’s e-learning modules for Disaster Management covering core humanitarian competencies such as Needs Assessment, Contingency Planning etc.
- Be the Cluster champion on Environmental and Economic Sustainability Corporate Priority and ensure environmental concerns and best practice are incorporated into the design of any emergency response.
- Mentor and coach both partners and Tearfund staff in key humanitarian competencies.

- Where appropriate, nurture and support Tearfund corporate talent management.
- Support with training and induction of new Tearfund staff in WA, including ensuring other members of the WA cluster.

3. Corporate Learning and Evaluation

- Contribute to Tearfund's learning culture, and ensure as far as possible all humanitarian learning is disseminated and re-applied.
- Attend and support the activities coming out of Disaster Management Matrix Team, to support the implementation of good practise and corporate wide learning
- Coordinate and facilitate learning reviews on specific issues which have caused difficulties or challenges to encourage corporate learning and increase effectiveness.
- Participate in and, if appropriate, lead on evaluations (RTEs, mid-term and closing) as requested by Country Directors, and help Country Teams to ensure that learning captured is appropriately disseminated across the wider organisations.
- Develop, collate and disseminate guidance and learning on the Disasters Emergency Committee (DEC), Start Network and other relevant funding arrangements.
- Participate and provide inputs for any Core Humanitarian Standard audits

4. Humanitarian Sector Good Practice

- Provide the advisory capacity for Tearfund regionally on humanitarian good practice.
- Support Quality Standards and QS training, and support the outworking of Core Humanitarian Standard across the WA Cluster.
- Identify and lead on humanitarian good practice in sectors prioritised by Tearfund as core expertise or critical for effective response (e.g. cash programming, Livelihoods, conflict sensitivity etc).
- Work with Tearfund's Thematic Support Team and Economic and Environmental Sustainability Team (EES) to identify ways to institutionalise and communicate humanitarian good practise (e.g. information Tearfund Learn website, publications, development of training etc) in the UK and in the field.
- Capture and externally document Tearfund's learning and good practise in key journals or for humanitarian sector conferences, and where appropriate co-ordinate or take part in research on humanitarian good practice.
- Focus on the Corporate Priorities and share learning from WA on EES, Fragile States and CCT in emergency response.
- Communicate and present to WA Cluster key changes, developments and innovation in the humanitarian sector.
- Provide support to other Cluster and Country teams as requested, including ad hoc field visits.

5. Resource mobilisation and networking

- Scope and identify the appropriate regional networks WA cluster should be aligned with to support effective humanitarian response.
- Represent Tearfund to external regional networks and provide capacity to help secure humanitarian funding.
- In coordination with the Programme Funding Team, provide additional capacity for the development of proposals for humanitarian funding for response.
- Be a regional lead for START, DEC, DFID RRF and other critical humanitarian funding sources, understanding the compliance and requirements these funding pipelines have.
- Based on previous learning, provide advice and inputs for the WA Team on how to secure, report, monitor and evaluate humanitarian funding.
- Attend or be a member of key humanitarian learning networks in the region and communicate back to Tearfund the learning or information gained from these networks.

- Provide support and input to maintain and develop key global partnerships for response such as Integral Alliance and Start Network .
- Support the WA Team to help develop partner consortiums to promote effective and coordinated disaster response.

Finally, share in responsibility for the overall WA team tasks and carry out work packages as required/delegated by line manager.

Part 2 – Person specification

Job title: Humanitarian Coordinator - West Africa

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Degree and/or equivalent level of knowledge 	<ul style="list-style-type: none"> • Degree in development studies or related subject
Experience	<ul style="list-style-type: none"> • Previous experience of working with partners on disaster response and Disaster Risk Reduction • Developing capacity development plans and their successful implementation • Proven ability in disaster response management including: <ul style="list-style-type: none"> - project planning, implementation and evaluation - strategic planning • Experience in carrying out needs / capacities assessments and development of resulting response plans • Experience of in kind or cash based programming • Knowledge of environmental impact in emergency response and do no harm principles • Ability to gain respect of senior leaders of partner organisations. 	<ul style="list-style-type: none"> • Working with local Christian or church-based NGOs (highly desirable) • Working in West Africa including Sahel environment
Skills/Abilities	<ul style="list-style-type: none"> • Excellent spoken and written communication in French and English • Strong training, capacity building and facilitation skills with demonstrated ability to use creative approaches to match people's learning styles. • Sensitivity in cross-cultural communication • Good report and proposal writing skills. • Good financial literacy skills with experience of developing budgets and supporting reporting. • Good skills for situational analysis and capturing of learning. • Understanding of conflict / protection good practice • Understanding of sector-specific good practice in disaster management (e.g. cash programming, food security, livelihoods) • Knowledge of CHS, Red Cross Code of Conduct, Humanitarian Accountability and other good practice instruments • Excellent IT skills: Word, Excel, Outlook, PowerPoint 	<ul style="list-style-type: none"> • Writing instruction guidelines/procedures manuals
Personal Qualities	<ul style="list-style-type: none"> • Committed Christian with a personal relationship with God • Committed to Tearfund's Mission, Values and Beliefs 	

	<ul style="list-style-type: none"> ● Ability to coach and mentor ● Strong team worker ● Ability to mobilise others and bring them with you in critical settings ● Able to work independently to see through complex projects ● Flexible, able to respond to tight deadlines under pressure ● Able to maintain optimistic and positive attitude in difficult circumstances 	
<p>OTHER COMMENTS: All roles require a DBS/Police check Willing and able to travel overseas at short notice for 15-20 weeks per year</p>		