



DETAILS OF ROLE	
Role title	Head of Programmes [Maternity cover]
Reports to	Director of Programmes and Accountability
Directorate & Team	Programmes & Accountability Programmes & Finance
Contract type	Full time. Fixed Term to end December 2025
Location	17-21 Wenlock Road, London, N1 7GT
Salary	£54, 600 per annum Grade 7 / Zone 1

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.

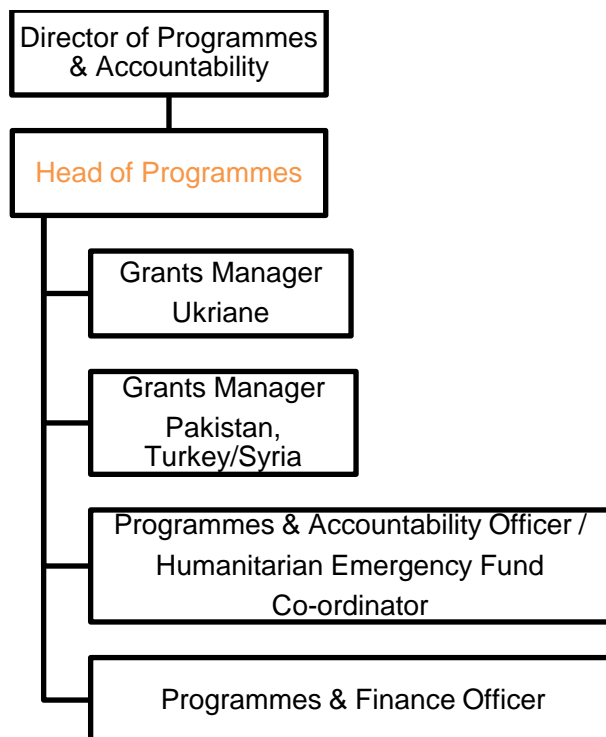
Since it was founded in 1963, the DEC has run over 77 fundraising appeals and raised more than £2.4 billion to help save lives and protect livelihoods in disaster-affected communities around the world.

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 37 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

Head of Programmes is responsible for ensuring financial compliance and programmatic standards are maintained across all DEC funded appeal programmes. (The current portfolio covers 7 countries, 82 programmes and 17 collective initiative projects and £641 million of funding). The role focuses on financial compliance, programme adaptiveness and regular external stakeholder reporting. To support and continuously demonstrate DEC's added value to wider humanitarian responses, the role is also directed towards development and improvement of information systems that hold DEC's humanitarian programmes data. The Head of Programmes is also appointed the role of Serious Incident Reporting (SIR) Officer, serving as the first point of contact for member agencies to report incidents regarding safeguarding, financial misconduct and reputational risk.

The role interacts and collaborates with all departments within the organisation, being well placed to provide high level summaries and maintains oversight of use of information for onward reporting. This is a critical role for the organisation, ensuring DEC funded programmes are fully traceable, routinely monitored and comply with organisational procedures and institutional donors' requirements.

Liaisons

External: Foreign, Commonwealth and Development Office Senior Response Officers, UN OCHA, Charity Commission, Emergency Appeals Alliance, Member Agencies including Humanitarian Directors and in-country colleagues.

Internal: DEC Secretariat staff inc. Executive Team and Board of Trustees and member agencies (Headquarters & in-country)

Key Responsibilities & Competencies

Communication and Collaboration

- Key point of contact with member colleagues regarding programmes finance, adaptive programming and DEC compliance, facilitating timely and accurate communication.
- Contribute to DEC functional and advisory groups, Board sub-committee meetings and Board meetings including participation in Humanitarian Directors meetings.
- As a key point of contact with FCDO SROs, develop and maintain a positive and collaborative relationship, and ensure timely delivery of all UK Aid Match MOU obligations.
- Strengthen and maintain colleagues understanding of DEC's ways of working both internally and externally (DEC HQ members, in-country colleagues and local partners and key stakeholders).

Analysis and Reporting

- Provide oversight to the review and analysis of member charity appeal budget plans and financial reports with a focus on compliance with DEC policies and good practice guidelines to assess unusual variances and value for money considerations.
- Deliver and contribute to timely and high-quality infographics, reports and briefings for key stakeholders and institutional donors including Board of Trustees, FCDO and BBC.
- Manage & maintain investment in public transparency and demonstrate DEC's contribution to the humanitarian sector, including reporting to IATI and UN OCHA Financial Tracking Service (FTS).
- Continuously develop, improve and manage DEC's Knowledge Information Management systems (KIM), as user-friendly collaborating platforms that enhance learning and enable data analysis, visualisation and high-quality reporting.
- Collect, analyse and present accurate and timely data to help inform a rapid assessment of appeal Criteria 2 for both rapid onset and evolving protracted crises and contribute to the development of the Case for Appeal.

Management and Leadership

- Holistic and flexible approach to any given scenario/context, whilst ensuring a robust process is followed, recorded and documented.
- Deputise for the Director of Humanitarian Programmes and Accountability.
- Effectively line manage and provide leadership to Grant Managers and Programme Officers, contributing to the high performance of the Programmes & Accountability team.
- Manage the Appeal Surge Roster (external consultants) including overseeing recruitment and necessary training.
- As SIR Officer, manage processes and support with onward reporting to key stakeholders including FCDO and Charity Commission.
- Manage service providers as required.

Competencies	Level & Descriptor	Demonstrable descriptors
1. Delivering Quality Results	C Supports others to achieve outstanding results and to manage risks well.	<ul style="list-style-type: none"> >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.
2. Planning	C Takes a “helicopter” view and anticipates the future.	<ul style="list-style-type: none"> >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.
3. Analytical and Innovative Thinking	D Addresses the root causes of complex problems	<ul style="list-style-type: none"> >Identifies trends from complex or conflicting data, working confidently with data before making decisions: >Generates a range of policy options and appraises them based on the internal and external evidence. >Develops ways of applying new knowledge and ensures lesson-learning with self and wider team. >Analyses the significance of external events and situations for the DEC.
4. Communications	C Communicates complex technical and/or sensitive/high risk information effectively.	<ul style="list-style-type: none"> >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.
5. Team Working and Collaboration	C Develops external networks to increase internal thinking/learning	<ul style="list-style-type: none"> >Engages with appropriate internal and external stakeholders to influence future plans >Engages with relevant experts to gather and evaluate evidence. >Shares and implements good practice with internal and external peers. >Takes initiative to establish appropriate and relevant network or partnership where one does not exist.

6. Leading and Motivating	C 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.
7. Resilience	C 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.

Essential criterion and descriptors	
Knowledge / Experience	<ul style="list-style-type: none"> • Proven experience/understanding of humanitarian response programmes. • Knowledge of data management systems and related software such as Tableau. • Experience of presenting complex data for managers, programme and finance colleagues. • Experience in managing web-based databases for programme data and financial management. • Understanding of the preparation of reports for different audiences. • Track record of effective project management, with experience in supervising colleagues and managing service providers. • Experience of budgeting and strong experience in invoice processing, financial analysis and administration.
Skills	<ul style="list-style-type: none"> • Monitoring and Evaluation (M&E) skills gained in an international context. • High level of technical ability with all usual computer software packages and data analysis and visualisation software. • High attention to detail and accuracy, with the ability to analyse, use and present data into coherent reports. • Numerate, with experience of budgeting and using spread sheets. • Clear and confident communicator, able to use initiative to identify and resolve problems. • Good relationship builder with ability to provide advice, training and support across diverse teams.

Skills continued	<ul style="list-style-type: none"> • Effective time management including the ability to manage a significant workload and competing priorities. • Excellent, English writing skills.
Secretariat Culture and Mind Set	<ul style="list-style-type: none"> • Ensure DEC's values are upheld and integral to all your work 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.

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.