

SENIOR PROGRAMMES ADVISER: EMERGENCIES

Duration:	Fixed Term - 10 – 12 months (Parental Leave cover)
Salary:	£48,000 per annum
Job Level:	3
Hours:	35 hours per week. Other flexible arrangements will be considered
Disclosure Level:	Basic. This role involves indirect work with children.
Reports to:	Principal Humanitarian Adviser
Location:	Working from home and at 1 Westfield Avenue, London E20 1HZ

At the UK Committee for UNICEF (UNICEF UK), we pull together to achieve the best possible results for children in danger around the world. We believe in an inclusive workplace and in the power of fulfilled colleagues who share the same values and goals, enjoy their work and are motivated to do their utmost for children.

Our work is guided by the UN Convention of the Rights of the Child (UNCRC) and the Sustainable Development Goals (SDGs), which recognise the universality of children's rights.

ABOUT THE TEAM

The International Programmes Impact (IPI) Team constitutes the hub of technical expertise on UNICEF programmatic areas and sustainable development priorities within UNICEF UK. The IPI Team is the central source of programmatic intelligence, knowledge, interpretation and strategic advice to UNICEF UK, and the team provides a bridge between UK and global UNICEF colleagues, programmes and emergencies.

ABOUT THE ROLE

This role works with the Principal Humanitarian Adviser to provide expertise, information and direction to UNICEF UK's resource mobilisation, communication and advocacy for children in emergencies.

The role co-leads UNICEF UK's cross organisational emergency activation team, including some out-of-hours on call responsibilities, and manages relationships with key colleagues across the UNICEF global family.

It is anticipated that this role will also provide further expertise in flexible resource mobilisation and sector areas where UNICEF UK does not have an in-house specialist.

What we will expect you to achieve

You will be the go-to specialist for emergency information on crises in at least three of UNICEF's seven global operational regions. You will co-lead and coordinate a diverse group of colleagues in teams across the organisation on emergency activation (appeal launch) in sudden onset and ongoing crises. You will provide high quality programmes and operations advice to leaders, fundraisers, communications and advocacy specialists, including internal direction-setting and programmes information, as well as external representation of UNICEF and our work with supporters across the UK.

- Proactively advise colleagues on UNICEF priorities, funding, and country-specific programmatic approaches, contributing to UNICEF UK's strategy to secure influence, income and impact for children.

- Assist with the identification and development of matches between UNICEF programmes and UNICEF UK's private sector and individual donors. This may include 'co-creation' of appropriate programmes with external partners and collaboration with fundraising teams to develop complex funding applications.
- Develop and maintain strategic contacts and constructive relationships within UNICEF globally (including headquarters, regional and country offices).
- Support cross-team initiatives in evaluating and improving our work and increasing efficiency of programme information usage across UNICEF UK, including supporting our technical training offer to UNICEF UK colleagues.
- With the support of fundraising, advocacy and communications staff, other programmes advisors and the Head of IPI, contribute to donor pitches, stewardship events, panel discussions, seminars, one-to-one meetings, written communications and other avenues that UNICEF UK utilises to nurture its relationship with supporters and other key audiences.
- Ensure that our commitment to equality, diversity and inclusion is embedded in your day to day working, manifesting both in our working environment and the content of team outputs.
- Work with teams across UNICEF UK to support programme travel to UNICEF programmes, working closely with Senior Safety and Security Specialist. This role itself may involve **infrequent** travel to UNICEF programmes.
- Demonstrate and model a commitment to our shared values, behaviours and inclusive practices (known as [Our Shared Commitment](#)) in all aspects of your work.

BEHAVIOURS, EXPERIENCE AND SKILLS

This section contains the essential behaviours, experience, knowledge and skills needed in order to be effective and successful in this role. All criteria in this section are essential.

Effective behaviours

Supporter driven and mission aligned.

- Is committed to children and their rights and motivated to work towards achieving a world that is fit for every child.

Negotiating and Influencing

- Uses a range of approaches to gain commitment, tailoring information in content and format. Conveys complex ideas in a compelling manner, using a variety of methods to engage audiences, including senior external stakeholders, and galvanise understanding and support.

Efficiency and Effectiveness

- Manages conflicting priorities to ensure that objectives are achieved and deadlines met. Responds flexibly to unforeseen events to ensure that effectiveness is not compromised. Evaluates work, learns from results and adjusts strategies to provide the best results for children.

Collaboration

- Proactively consults others and shares expertise, know-how and ideas with colleagues for best results. Able to develop and sustain mutually beneficial relationships and generate trust and credibility. Values diversity, respecting and drawing on colleagues' different perspectives, skills, experience and knowledge.

Relevant experience

- Influencing, negotiating, and carrying out complex tasks with multiple stakeholders within large organisations either in the public, private or charity sectors with a large supporter base and multiple decision-making centres.
- Building relationships with donors and/or other key audiences (media, parliamentarians, etc.) enthusing them, gaining their commitment to the work of an organisation, and influencing key decisions.
- Evidence of experience working in and navigating the complexities of an international civil society or UN agency country context.

Specific knowledge and skills

- Talk confidently about UNICEF and international programmes and operations within fundraising, communications and advocacy contexts
- Knowledge of current international and humanitarian issues and knowledge of UNICEF work in all sectors of its mandate and structure
- Knowledge of, and experience within, international humanitarian sector