

CHOOSE LOVE

Job Description

Job Title: Regional Head- Middle East Programmes

Reports to: Head of Programmes (Protracted Contexts)

Number of Direct Reports: Two Direct Reports

Location: London (however travel across the Middle East region will be required)

Contract: Permanent (following a 6-month probation period)

About Us

Choose Love does whatever it takes to provide refugees and displaced people with everything from lifesaving search and rescue boats to food and legal advice. We elevate the voices and visibility of refugees and galvanise public support for agile community organisations providing vital support to refugees along migration routes globally. We are a lean, passionate team driving a fast-paced global movement across 26 countries. In over 8 years, we have reached over 5 million refugees and raised tens of millions for over 500 organisations providing vital support at every stage along migration routes from Europe to the Middle East and along the US-Mexico border. We are powered by you and by our vision - a world that chooses love and justice every day, for everyone.

Summary of Role

The Regional Head of Middle East Programmes supports the organisation's programmatic efforts with a focus on developing and implementing strategy for the Middle East region, whilst also providing hands-on support to day-to-day grants management, partner management and donor coordination and reporting.

The following role works closely with the Director of Programmes and Head of Programmes (Protracted Contexts). The role will also regularly work as the intermediary lead with the established Collective for Refugee Leadership in MENA (CRLM), which is a group of donors and thought partners focused on advancing refugee leadership and support for refugees across the Middle East and North Africa.

You will be highly flexible and adaptive, able to respond effectively and in line with our emergency protocols to humanitarian crises as required, whilst also supporting longer term protracted programmes work. You will have strong project and grants management experience and highly effective administration skills. You drive efficiency, innovation and provide senior management guidance on international projects, as well as high-quality implementation. You will address challenges and issues in all aspects of project implementation and ensure timely and appropriate solutions, including the identification and mitigation of programmatic risks. You will also demonstrate strong

people management skills, with an ability to provide both task management and strategic guidance (in addition to more holistic line management support) to several members of the team.

Responsibilities

1. Grant Management

- Manage the Choose Love Middle East team to ensure smooth and efficient grant-making for our work in the Middle East
- This includes leading on, and managing a small team, to:
 - Work closely with partners to gather, review and track due diligence documentation required for granting to partner organisations.
 - Support the maintenance of grants systems to track grant making progress e.g start and end dates, reporting deadlines, no cost extensions etc.
 - Draft and/ or review grant agreements between Choose Love and partner organisations and ensure any grant amendments or addendums have correct and accurate information
 - Review reports from partner organisations to ensure effective use of Choose Love funds
 - Work with the Data Lead (Programmes) to review Middle East reporting data received from partners and assess outputs, impact and successes from grant making in the region. This will include being closely involved in impact reporting within the CRLM initiative.
 - Working with the Director of Programmes / Head of Programmes to attend monitoring trips to the region
 - Support the Safeguarding Lead on Safeguarding organisational development for the region as needed
 - Problem solving with partners on how to get funding into challenging contexts

2. Partner Relationship Management

- Build meaningful, effective ongoing relationships with new and existing partners.
- Lead partner calls and track key takeaways and actions to share internally.
- Lead on regular check-ins with existing, long-term partners.
- Respond to ad hoc needs arising from partners - including clarification/support on application process and support with reporting.
- Maintain up-to-date understanding of the needs of partners.
- Supporting Choose Love Fundraising
- Support with narrative reporting to donors - capturing the work of our implementing partners in the region
- Support with developing proposals for donors to Choose Love
- Respond to ad-hoc requests for information from prospective and existing donors
- Support with organising and hosting donor trips to the region
- Support the Partnerships team in presenting Choose Love's work at events etc when appropriate
- Build and oversee relationships and liaise with CRLM grant partners, bilateral funders, and other key stakeholders to ensure CRLM strategy and approach are aligned to needs and trends in selected contexts

3. Regional Strategy

- Working closely with the Director of Programmes and the Head of Programmes (Protracted Contexts) and ELT, to develop and implement the regional strategy for Choose Love's programmes in the Middle East as part of the wider Choose Love Strategy.
- Consulting with key advisors and stakeholders on recommendations for the Middle East strategy
- Championing and supporting opportunities to promote funding to refugee-led and lived-experience led organisations
- Working with the team to implement the regional strategy and adapt the approach in response to contextual changes or humanitarian emergencies
- Maintain an up-to-date expert understanding of the changing context and needs in the region
- Lead on Choose Love's involvement in CRLM, including inputting and implementing the new strategy, processes, and systems
- Participate in relevant sector / regional meetings
- Work with the Director of Programmes and Head of Programmes to develop a network of peers working in the region

4. People Management

- Thoughtfully manage the existing team that supports Choose Love's Middle East work by providing day to day support, meaningful 1:1s and annual reviews and identifying any learning and development needs
- Collaborate closely with (2) other Regions Heads on wider team initiatives and tasks, and be willing to provide surge management support for other regions during absences or periods of annual leave
- Support CRLM in recruiting and utilising advisors and consultants

5. Internal Communications

- Facilitate the sharing of regional strategy and updates across the wider Choose Love team to feed into wider fundraising efforts
- Communicate partner activities / asks to the rest of the team, including presentations on team calls and email updates to the team
- Support the ELT with information to feed back to the board about Programmes work.
- Capture information on specific contexts and summarise quickly and efficiently to the Communications team, as well as for external stakeholders / funders.

Essential Criteria

- Fluency in Arabic and English (both in written and speaking)
- Experience working in a programmes or grants focused role related to the Middle East region
- Experience in humanitarian sector, ideally with people who have been displaced
- Have permissions to work in their country of residence
- Ability to travel within the Middle East region
- Line management experience, with remote line management experience highly desirable
- Experience liaising with donors and external stakeholders
- Report-writing skills

Salary & Benefits

Salary - £40,000 - £47,000

The successful candidate will have a working, expert knowledge of the region and will be an Arabic and English speaker. Will have the ability to travel, particularly across the Middle East. Competitive salary and benefits. Opportunity to make a difference and work with partners who are truly making a difference. Fantastic for personal growth and learning in this fast growing and dynamic charity.

Recruitment Information:

Interviews will take place on week commencing **week commencing 22nd July 2024**.

Contact Information:

To explore the opportunity further or for any queries you may have, please contact:
people@choose.love

How To Apply:

Interested candidates are invited to apply by sending their CV and a covering letter to people@choose.love **by noon 9th July 2024**

Pre-employment Checks:

Employment with Choose Love will be subject to the following checks prior to your start date:

- A satisfactory Disclosure and Barring Service (DBS) check
- Receipt of two satisfactory references

Choose Love is committed to building an inclusive and diverse organisation and welcomes applications from all sections of the community. If you need us to make an adjustment or provide additional support as you apply for a role, please email **people@choose.love** to discuss in further detail.