

Providing worldwide life-changing action



Candidate Brief Pack

Head of Humanitarian Programmes



We're an
Age-friendly
Employer

worldjewishrelief.org

Who we are

World Jewish Relief provides life-saving and life-changing action to people in crisis around the world. Founded in 1933 and proud to have rescued over 65,000 Jews fleeing the Nazis, World Jewish Relief today supports vulnerable people from marginalised communities, suffering the consequences of conflict and disaster. We work with our trusted local partners to help people survive the consequences of conflict and disaster, to thrive and rebuild their lives. We deliver programmes using our expertise, with urgency to achieve maximum and sustainable impact for those within and beyond our community.

Last year we assisted over 220,000 people in 23 countries worldwide with life changing interventions. All of our programmes are delivered in partnership with local organisations rooted in their own communities.

Our philosophy builds on this heritage and our values insist we support those both within and beyond the Jewish community in many of the world's harshest environments recognising the dignity and potential of all people.



“World Jewish Relief provides life-saving and life-changing action to people in crisis around the world.”

Paul Anticoni, Chief Executive



Why World Jewish Relief

Dear Candidate,

World Jewish Relief is the Jewish community's international development and humanitarian agency. We tackle Jewish poverty and reach beyond our community. We create opportunities for those out of work to become self-reliant; we bring dignity to the elderly and we respond to international disasters.

Last year we assisted over 220,000 people in 23 countries worldwide. All of our programmes are delivered in partnership with local organisations rooted in their own communities. Our Jewish values compel us to support those both within and beyond the Jewish community in many of the world's harshest environments, recognising the dignity and potential of all people.

We pride ourselves on having a talented, welcoming and high performing team that recognises the critical role that each and everyone plays in achieving our goals. If the role of **Head of Humanitarian Programmes** appeals to you then we will look forward to receiving your application.

Kind regards,

A handwritten signature in black ink, appearing to read 'Paul', with a horizontal line underneath it.

Paul Anticoni
Chief Executive

The Role

This is an exciting time for World Jewish Relief's Humanitarian work, building on our highly ambitious strategy to continue to expand the quality and scope of our humanitarian capabilities. As members of the START Network and signatories of Charter4Change and The Climate and Environment Charter for Humanitarian Organizations, and endorsers of the Principles for LLA (Locally Led Adaptation), we are committed to the highest standards of humanitarian intervention. Recent operations include responses to disasters from Ukraine, Afghanistan, Colombia, East Africa, Bangladesh, Gaza, Nepal, and Haiti. We are eager to secure greater funding support to ensure we can deepen the quality and impact of our work through local partners ensuring we are meeting our obligations to the Core Humanitarian Standards.

Given the rapidly changing humanitarian context, this role will play a leading part in shaping our position in ensuring locally led capability is at the forefront of sector best practices. It will help to strengthen and grow our response capabilities, impact, and accountability of our humanitarian portfolio. The post will drive our response to international disasters, building programmes and partnerships to support both relief and recovery efforts. The portfolio includes a strong established climate resilience focus. The establishment and maintenance of effective local partnerships with credible local actors is essential to develop our Disaster Preparedness Initiative (a network of local partners in disaster prone countries who we work with to respond to large and small disasters). The role also requires representing World Jewish Relief at key humanitarian networks such as START, the Jewish Coalition for Disaster Relief, Bond Humanitarian working groups and Humanitarian Directors meetings.

Specific Responsibilities

Programme management

- To lead World Jewish Relief's humanitarian portfolio taking responsibility for developing the strategy, programme plans as well as manage their implementation, monitoring and evaluation.
- To travel after an emergency to lead on identifying partners and programmes and to make field visits to ensure programme and partnership progress is in line with objectives. It is anticipated that the post will necessitate approximately 4-6 trips overseas travel per annum.
- To lead the growth and evolution of new projects and partnerships that adhere to core humanitarian standards, fit with World Jewish Relief's strategy and enable respective resourcing to be mobilised.
- To lead our inclusion agenda, with a strong gender focus, bringing sector knowledge expertise and supporting the implementation of the policy plans across the organisation.
- To oversee our climate resilience programmes, ensuring that they are meeting best practice, capturing impact data and developing in learning and implementation.

Specific Responsibilities

Programme management

- To be the first source of information and knowledge on humanitarian work, and to build a humanitarian response strategy, bringing together learning and expertise from different programmes.
- To liaise where appropriate with Government and key actors (INGOs, local civil society, and networks) to strengthen the quality and impact of our programming.
- To support, guide and advise World Jewish Relief in developing and implementing monitoring and evaluation and impact assessment of projects/programmes including assisting in the design of programme reviews, project evaluations and research studies.
- To contribute to World Jewish Relief meetings and to the development of policy, plans and improved working practices, programme planning, budgeting, monitoring and evaluation.
- To line manage two members of staff based out of the London office, supporting them to achieve all operational objectives. Liaise with consultants and or other members of staff when required.

International partnerships

- To lead on our Disaster Preparedness Initiative (DPI) strengthening World Jewish Relief's network of partners with local partners agencies and seek to maximise the impact and effectiveness of our grants accordingly.
- To strengthen our DPI network of partner's knowledge of humanitarian best practice, and access to available funding, including to the START Network and our own Disaster Funds.

Humanitarian Sector knowledge and best practice

- To maintain our involvement and presence in the START Network, ensuring we are both contributing and benefiting from our membership. To lead World Jewish Relief's Start Rota responsibilities and represent us at all Start events as appropriate.
- To be aware of the START Network's protocols and standards so that we are well placed to lead on alerts and access funding.
- To ensure continued professional development of expertise and detailed knowledge of humanitarian best practice including Sphere minimum standards, Core Humanitarian Standards, climate action, Gender Equality and Social Inclusion (GESI) and safeguarding .
- To network, collaborate and advocate on behalf of World Jewish Relief to create partnerships with other INGO's and other humanitarian agencies from the Global Jewish community.

Specific Responsibilities

- To monitor emerging potential crises, including changes in context (slow onset crises) and the changes in risk. Provide information on the humanitarian context, (emerging and actual) ensuring up to date facts, figures and significant events, and where relevant plan for anticipatory responses.
- Actively engage with country specific and thematic NGO networks or research institutions to enhance learning and information sharing and represent World Jewish Relief at external meetings relevant to our humanitarian work.

Grant and Donor Management

- To guide and support the development of new programmes that will meet key donors' funding criteria, and to input into the respective proposal writing.
- To liaise with the Fundraising team to help coordinate support for fundraising initiatives, ensuring timely reporting and communication of programme activities where appropriate.
- To support the communication and marketing team with relevant information to help explain the work we do to a wide and varied global audience.

The Person

You will be able to demonstrate the following:

Education and Qualifications

Essential

- Educated to degree level.

Desirable

- A postgraduate degree in international development, economics or a related field a distinct advantage.

Knowledge and Experience

Essential

- A deep understanding of international development & humanitarian theory, practice and standards.
- At least five years relevant experience in the humanitarian ecosystem.
- Experience of leading within disaster response situations.
- Experience of contributing to complex programme decision-making, basing practical recommendations on sound analysis of risk and opportunity.
- Experience and knowledge of international humanitarian policy and practice issues and the humanitarian architecture sufficient to command the respect of others in the sector.
- Experience in using best practices and humanitarian standards in designing programmes.
- Commitment to and experience of supporting locally led humanitarian action.
- Experience of developing and distance-managing partnerships with international or local agencies.
- Proven experience of managing all elements of the project cycle.
- An understanding of logical frameworks, monitoring and evaluation methodologies and the measurement of project impact.

Desirable

- Knowledge of gender theory and inclusion practices an advantage.
- Knowledge and experience of working with institutional funders a distinct advantage.

The Person

You will be able to demonstrate the following:

Skills and Abilities

Essential

- Proven project and finance management skills and capacity to work within a dynamic organisation.
- Ability to analyse, produce and manage complex project budgets and then report against them.
- Well developed interpersonal skills
- Outstanding oral and written English communication skills with an ability to produce accurate, factual and compelling reports and proposals.
- A willingness and ability to speak in public and to network proactively with other relevant agencies.
- Highly motivated and flexible with an appetite for hard work and a track record of exceptional output.
- A willingness to actively contribute towards World Jewish Relief 's development programme strategy.
- An ability to take initiative.

Other

Essential

- A commitment and empathy to the work and values of World Jewish Relief.
- Willingness to undertake significant international travel (approx. 4-6 trips per year).
- Willingness to undertake occasional evening or weekend work.

Employee Benefits

- 23 days holiday plus bank holidays and Jewish holidays. After 2 years' service holiday entitlement increases to 25 days.
- Pension scheme - we contribute 5% to the World Jewish Relief pension scheme.
- Life Insurance - up to 3 times salary to nominated beneficiaries.
- Health Cash Plan - cash back to cover the costs of dental treatment, optical care, specialist consultations and a range of complementary therapies.
- Enhanced maternity & paternity pay.
- Employee Assistance Programme - free, confidential advice or support with any personal or work related concerns or free counselling if needed.
- Season ticket / travel to work loan.
- Cycle to Work Scheme.
- On Friday the office closes at 3pm.
- We encourage flexible working and offer a range of flexible working options.

Terms and Conditions

Salary £54,000 - £57,000 depending on experience.

Contract Full time, permanent.

Hours Normal hours of work are 9:00 am to 5.30 p.m. Monday to Thursday and 9.00 am to 3.00 p.m. on Friday.

Location Hybrid working between our offices in NW2 and working from home.

Safeguarding

As this role has contact with vulnerable groups, it is subject to a satisfactory Disclosure and Barring Service (DBS) check and references. World Jewish Relief is participating in the Inter-Agency Scheme for the Disclosure of Safeguarding-Related Misconduct in Recruitment Process within the Humanitarian and Development Sector. We will therefore seek information about safeguarding-related misconduct (i.e. sexual exploitation, sexual abuse or sexual harassment) that a candidate has been found to have committed when we obtain references from successful applicants.

Equality, Diversity and Inclusion

World Jewish Relief promotes equality, diversity and inclusion in our workplace. We invite and welcome applicants from diverse backgrounds. We encourage applications from candidates of different ethnicities, socio-economic backgrounds, race, gender, age, disability, sexual orientation and of faith or none that meet the criteria set out for this role. You don't need to be Jewish to work for us, but you must share our desire to assist those who need help based on their vulnerability, not their identity, recognising the dignity and potential of all people.



How to Apply

Please upload your CV and a cover letter explaining how you meet the criteria in the person specification.

Closing date: 27th August 2024

