

# Providing worldwide life-changing action



## Candidate Brief Pack

Humanitarian and Climate Programmes Officer



We're an  
Age-friendly  
Employer

[worldjewishrelief.org](http://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 142,000 people in 21 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 142,000 people in 21 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 **Humanitarian and Climate Programmes Officer** appeals to you then we will look forward to receiving your application.

Kind regards

A handwritten signature in black ink that reads "Paul". The signature is written in a cursive style and is positioned above a horizontal line.

Paul Anticoni  
Chief Executive

# The Role

The post holder will join World Jewish Relief's International Programmes and Partnerships team which is responsible for delivering programmes through strong local partnerships across our Humanitarian and Climate, Older People and Livelihood Development portfolios.

This is an exciting time for World Jewish Relief's humanitarian and climate work. With a strong Climate-related portfolio, and an increased operational footprint, the team is looking for a Programmes Officer to support and strengthen its humanitarian programmes - developing strong local partnerships, excellent programme management and monitoring and evaluation support, and sound administrative and financial input.

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, Colombia, Haiti, Kenya, Ethiopia, Morocco, Afghanistan, Bangladesh, Nepal, Philippines and Gaza. 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.

## Specific responsibilities

### Programme Management

- Build and maintaining excellent partner relationships in close consultation with the Head of Humanitarian Programmes and Climate Resilience Programme Manager.
- Lead on the administration of humanitarian and climate resilience projects by managing due diligence processes and grant administration, ensuring projects' compliance with grant agreements and reporting.
- Support partners in the ongoing monitoring and outcome measurement of programmes, leading on the design of M&E indicators, supporting the development of climate resilience indices, and analysing data to identify trends and learnings to drive change and improve the quality of programmes.
- Take lead on capacity strengthening of partners, including a range of areas from technical & soft skills to organisational development such as safeguarding.
- Demonstrate our programmes' tangible outcomes in a compelling way and to work with our communications team to amplify the value of our work.
- Being one of the focal points for World Jewish Relief's fundraising team, supporting with funding proposals and preparing timely narrative and financial reports to donors.
- Contribute to resource mobilisation, as required assist in developing institutional and project funding proposals. Support the Climate Resilience Programme Manager with desk-based and prospect research into climate-smart programme design or new climate-related funding opportunities.



# Specific responsibilities

## Administration Support

- Maintain application and reporting templates for the Humanitarian and Climate team, ensuring they are relevant and capturing all necessary participant, output and outcome data.
- Perform general administrative tasks for the Humanitarian and Climate team, including the tracking of income and expenditure for different emergencies and associated reporting requirements.
- Ensure the processing of grant-related documentation is kept up to date and folders easily accessible to colleagues across the organisation.
- Ensure that information about programmes/projects is available in an appropriate form to other World Jewish Relief staff for fundraising and communications purposes and for general staff information.
- Work with the Climate Resilience Programme Manager on strategies to reduce World Jewish Relief's environmental footprint and carbon emissions.

## Early Warning, Anticipation and Emergency Response support

- Maintain horizon scanning for emerging crisis and ongoing emergency responses and impact of climate change. Carry out desk-based research of emerging crises to provide information to assist in the decision-making process regarding disaster appeals, anticipatory action and climate resilience initiatives.
- Conduct research into local in-country organisations to help determine potential partnerships in response to each emergency.
- Track live appeal income and project direct costs to provide regular updates on funding availability to allocate to the response.
- Prepare relevant information and support on emergency response logistics prior to deployment e.g. Maps, context and cluster system information.
- Support Emergency Preparedness Planning, Anticipation Action, Emergency and Climate Action briefings, projects, responses and research and learning
- Where required travel to meet with partners, view projects and monitor activities, either with colleagues, or independently.

## Humanitarian sector knowledge and best practice

- Ensure continued professional development of expertise and detailed knowledge of humanitarian best practice including Sphere minimum standards and the Core Humanitarian Standard, Locally Led Adaptation Principles and the Core Humanitarian Standards, leading the organisation's understanding of issues such as gender mainstreaming, climate migration, environmental risk awareness
- Maintain dashboard on responses, 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.
- Actively engage with country specific and thematic NGO networks or research institutions to enhance learning and information sharing.
- Participate in humanitarian and climate - focussed learning networks and conferences such as HNPW, AidEx, ODI, ALNAP, CALP
- Monitor key sector events, such as the annual COP, and communicate relevant insights
- Lead on the writing and dissemination of relevant blogs and articles for the humanitarian and climate sector publications and present at key sector conferences, such as HNPW, AidEx and IHSA.
- Represent World Jewish Relief within START Network or other fora as required.

# The Person

You will be able to demonstrate the following:

## Education and Qualifications

### Essential

- Demonstrable experience or knowledge about the humanitarian and/or climate sector.
- Experience and knowledge about relevant technical sectors like Food Security and Livelihoods, Nutrition, WASH, Protection, Health, Climate or Disaster Risk Reduction.

### Desirable

- Degree level or equivalent in a relevant subject. (i.e, Geography, Political Science, Anthropology, Sociology or International Development) highly desirable.
- MSc or MA degree or equivalent would be an advantage, but not required.

## Knowledge and Experience

### Essential

- Demonstrable knowledge of humanitarian programming, sustainability, climate resilience, and monitoring and evaluation processes, including using excel to capture and analyse data.
- Advanced knowledge of Microsoft Word, Excel and Power Point.
- Cross-cultural sensitivity and ability to work with overseas partners with varying levels of English.

## Skills and Abilities

### Essential

- Strong written and verbal communication skills.
- Ability to produce high quality written work under pressure and to deadlines.
- Demonstrable financial and numeracy skills.
- Strong administrative, research, organisational and IT skills.
- Ability to work in a team and use own initiative.

### Desirable

- Working knowledge of another language would be an advantage, especially French and Spanish.

## Other

### Essential

- A commitment and empathy to the work and values of World Jewish Relief.
- An enthusiasm for, and an ability to represent, World Jewish Relief
- Ability and flexibility to travel overseas when required.

# 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.
- 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.
- On Friday, the office closes at 3pm.
- We encourage flexible working/working from home and offer a range of flexible working options

## Terms and conditions

**Salary** Salary: £31,200

**Contract** Fixed term contract to 31 March 2025

**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 enhanced 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 be committed to our faith based values of Justice, Kindness, Repairing the World and Welcoming the Stranger. We are inspired by these values to work beyond our community, recognising the dignity and potential of all people.



# How to apply:

## Application questions

Please upload your CV and a cover letter which demonstrates your suitability for the role by answering the following question:

Why does this role appeal to you and how do you meet the criteria in the person specification?

**Closing date: Midnight UK on Sunday 12th January**

