

Programme compliance and National Society Development (NSD) Lead for Ethiopia

Job Level	5	Job Reference No:	
		Role review date:	
Directorate	International	Function	Programmes & Partnerships
Service	N/A	Reports to:	BRC Head of Programmes East Africa

Scale and scope of role.

Direct reports	Up to two staff	Indirect reports	Up to five
Budget responsibility/ accountability	Budget BRC GBP 8.5M and ERCS GBP 4.8M (combined GBP 13.3M)	Accountable for other resources	

Context

We help anyone, anywhere in the UK and around the world to get the support they need if crisis strikes connecting human kindness with human crisis.

We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own communities. And when the crisis is over. We help them to recover and move on with their lives.

We are part of the Red Cross and Red Crescent global humanitarian network.

Our Values and Principles

Our values (compassionate, courageous, inclusive, and dynamic) underpin everything that we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone regardless of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness.

Team overview

British Red Cross (BRC) started its re engagement with Ethiopia RC (ERCS) in 2021 focussing on humanitarian support through Netherlands RC (NLRC) with the ambition to develop a longer-term partnership the next 5 years with a strong focus on Localisation and National Society Development (NSD).

By mid-2024, BRC's partnership with ERCS expanded via the FCDO-funded Ethiopia Crisis to Resilience (EC2R) programme, which includes funding from FCDO led by the ERCS and collaboration with UNICEF, WFP, and REACH on targeted deliverables. BRC provides technical support and capacity strengthening to ERCS for effective grant management, ensuring compliance with FCDO standards.

To navigate the complexities of the expanded programme, BRC plans to establish a programme team unit to support the ERCS partnership. The BRC Programme Compliance and NSD lead will oversee the programme from Addis Ababa, hosted within the NLRC Country office, collaborating closely with NLRC and ERCS. Additional support for the EC2R program will be provided by BRC technical staff, and a NSD Logistics Advisor will be recruited in phase 2 of the program.

BRC also has a regional office in Nairobi, managing personnel for East and Southern Africa under the Country Cluster Manager. The Programme Compliance and NSD lead reports to the BRC Head of Programmes, East Africa.

Purpose of the role

The Programme Compliance and NSD Lead for Ethiopia will be responsible for all compliance and NSD aspects of the FCDO-funded programme in Ethiopia for BRC in close partnership with the programme implementer (Ethiopia Red Cross, IFRC, ICRC, and other International Red Cross Partners – National Societies (PNS)). The role will lead and manage all BRC programme management components of the FCDO funded programme as well as newly to be developed programmes from Addis Ababa.

The position is responsible for ensuring that all programmes, with special emphasis for now on FCDO-funded programme is successfully implemented and reported on in partnership with ERCS. They will ensure compliance with all BRC and FCDO requirements, including financial management and reporting, where applicable

The role is primarily positioned to support ERCS implement the programme and support the overall transition of the programme to ERCS to support, and where necessary, train and mentor BRC and ERCS delegates and staff in aspects of successful programme management. The role will have decision-making responsibility, subject to BRC leadership approval procedures, providing key strategic and programmatic management to ensure that activities are completed on time, with quality, compliance and within budget. Ensuring that staff and systems are managed in accordance with relevant sectoral and BRC policies and procedures, and programme remains appropriate to the context. The position will manage the ongoing relationship with FCDO Ethiopia, ensuring regular meetings and engagement.

The position will support in identifying and advising improvements in ERCS programme management systems, processes and procedures to support current direct implementation of the EC2R funding opportunity as well as future ERCS eligibility to FCDOs funding

opportunities. The position will also support ERCS working with other Partner National Societies and IFRC, as appropriate.

Based on the outcome of the Due Diligence Assessment and the key areas identified for improvement, the Programme Compliance and NSD lead will work closely with ERCS to assure these areas are addressed in collaboration with other Red Cross/Red Crescent Movement (RCM) partners.

The position will directly report to the BRC Head of Programmes East Africa and will work closely with the BRC East Africa team, BRC FCDO team, BRC finance and BRC logistics. The position will remain engaged on the security and context matters and liaise directly with Netherlands Red Cross (NLRC) in Addis for security guidance within the NLRC and ICRC formal security agreement for Ethiopia. They will be supported by the FCDO Programme and Partnership Advisor, based in Addis.

Key Responsibilities

EC2R&CDEL Programme Oversight and National Society Development

- Ensure oversight and take responsibility for decision making in accordance with the delegated budget. Manage the FCDO twin-track funded programme for Ethiopia, and related budgets efficiently and effectively in close collaboration with ERCS.
- Work bilaterally with ERCS and support ERCS with the development of a detailed programme design and support for the implementation of the ongoing EC2R programme, holding separate responsibility for each track of the programme, but joint responsibility for effective implementation of the overall programme success.
- Work closely with BRC Head of Programmes to ensure the FCDO programme is coherent with the broader BRC Ethiopia strategy and partnership agreement as well as implementation plans, especially around National Society Development support for ERCS.
- Ensure appropriate management systems are in place regarding all BRC-supported activities in the programme (including, but not limited to, monitoring (seeking to ensure compliance with the internationally recognised standards), and health and safety, HR, value for money, and accountability).
- Complete monitoring and support visits to activities, working closely with ERCS, UNICEF, WFP, and REACH as well as IFRC and ICRC country delegations' representatives to ensure the on-going relevance of the programme direction and support.
- Support ERCS to complete regular reporting to FCDO as required, including financial reporting as well as updating the ongoing MEAL framework. Co-host regular meetings on programme progress with ERCS and FCDO, as well as UNICEF and WFP, ensuring ERCS co-hosts these meetings.
- Active engagement of NLRC, particularly on WASH and Health related activities and Danish RC on procurement
- Take responsibility for meeting contractual obligations, producing deliverables and targets, and achieving activity results, as specified by FCDO and BRC under each programme objectives
- In partnership with audit and finance colleagues, support programme audits (internal and external) on the FCDO funded programme, ensuring that they are arranged and carried out in line with the donor contractual and organisational requirements.

- Liaise with and ensure timely instructions and adequate information are supplied to BRC support teams (finance, grant management, FCDO team, MEAL/CEA, logistics, audits, PGI, etc to meet the needs of the programme)
- To support recruit, on board, and line manage BRC programme staff in the country and support their ongoing staff development.
- Provide regular updates to BRC management on programme progress, challenges and areas that may require additional support.
- To develop good working relationships with counterparts in other Red Cross/Red Crescent partners and the IFRC and have a coordinated approach to providing strategic guidance and support to ERCS for improving financial accountability systems.

Risk and Compliance Management

- Manage the specific risks related to the FCDO Programme within the country Risk Register ensuring buy-in from relevant internal and external stakeholders. Work closely with the ERCS risk management team to ensure policies and processes related to the FCDO programme are followed.
- Forecast developing or evolving risks and recommend mitigation measures in collaboration with the Country Manager. If required, escalate risks that require senior Management awareness, guidance or action.
- Work with finance, compliance, and the risk manager to ensure finance and asset monitoring, including spot checks and visits to different locations in Ethiopia, aligned with the NLRC /ICRC security arrangements.
- In partnership with the finance and compliance, ensure that serious incidents are handled appropriately and reported internally and, in consultation with BRC FCDO Partnership Team to FCDO, particularly incidents that relate to safeguarding and aid diversion.
- In partnership with finance, compliance, and risk manager, manage internal and external stakeholders to assure that BRC and ERCS teams meet obligations within FCDO agreements, minimize programme risks, and develop solutions to deliver donor requirements within partner reporting solutions, procedures, and capacity.
- Work in close collaboration with BRC FCDO partnership team in UKO.
- Act as BRC security focal point for Ethiopia in collaboration with NLRC and ICRC

Management of internal and external relationships and partnerships

- Serve as BRC's primary representative with FCDO on day-to-day activity implementation and management matters. Maintain relationships with UK embassy staff, especially within the humanitarian affairs and humanitarian advisor teams.
- Identify and advise improvements in ERCS systems, processes and procedures to support current direct implementation by ERCS of EC2R and for future direct implementation of institutional funding opportunities, especially FCDO.
- Host visitors, donors & delegations when required, especially FCDO field visits and high-level visits in Ethiopia with the Head of Programmes
- Facilitate technical and management visits from appropriate BRC East Africa team members and UK office staff.
- Model BRC leadership values and support positive work culture within the BRC project team unit and the wider BRC Africa Region Team

- Build and manage strong relationships with a wide variety of stakeholders, including Movement actors, NGO actors, community leaders, other donors and funders, and other implementors, including FCDO implementing partners, especially EC2R programme partners UNICEF, WFP, Reach, among others, to assure effective alignment, coordination and collaboration in areas of common interest of work.
- Influence and catalyse change with senior leaderships of partner organisations.
- Support, strengthen and capacitate ERCS in its bilateral relationship with FCDO.
- Coach the BRC FCDO Programme and Partnership Advisor as well as the ERCS EC2R programme coordinator and programme manager and support the professional development of these staff members involved in the delivery of the FCDO (EC2R) funded programme.

Team Member

- Actively participates in all team meetings.
- Supports other team members.
- Work and behaves in accordance with all BRC policies and procedures.
- Champion high quality accountability standards and ensure compliance with the relevant BRC policies and procedures.
- Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous, and dynamic).

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

Leadership Behaviours

- Authentic, consistent, and honest leader.
- Actively listens and allows others to be heard.
- Adaptable to changing needs, pressures and opportunities.
- Empowers others based on their skills and expertise.
- Dynamic, inclusive, compassionate, and courageous.

Team Leader

- All team members understand their responsibilities and objectives.
- All resources involving staff are managed in accordance with BRC policies and procedures.
- All staff are kept informed of all relevant organisational plans and updates on development.
- Team ideas and comments are communicated and forwarded appropriately.

Pre-engagement checks

Criminal Records

Type of criminal record checks required for this role

England and Wales – Disclosure and Barring Service (DBS)

- None
- Enhanced – Adult workforce.
- Enhanced – Child workforce.
- Enhanced – Child and Adult workforce

Drivers Check - Required –YESS

International roles only

If you have been living outside of the UK, we will request international police checks in lieu of a UK criminal record check.

International Police Check	Yes
International Driving License for manual cars	Yes

Person Specification

Requirements	Evidence obtained through Shortlisting (S), Interview (I), Assessment (A)		
	S	I	A
Knowledge and Skills			
Essential			
○ Excellent knowledge of programme management standards (S)	X		
○ Excellent knowledge of grant management controls and processes, especially related to FCDO or other large institutional donors. (S)	X		
○ Excellent knowledge and understanding of the international humanitarian system. (S)	X		
○ Fluent in English (reading, writing and speaking) Strong National Society Development experience (Organisational Development and Capacity Building) (A)			X
○ Excellent programme management skills, with a particular focus on coordination, organisation, and planning across multiple areas. (I)		X	
○ Analysis, decision-making and problem-solving skills, using innovation and creative thinking, and being accountable for decisions. (I)		X	

<ul style="list-style-type: none"> ○ Champions localisation and principled humanitarian action ○ Is a leader of high integrity ○ Promotes a positive working culture, collegial environment, and prioritises well-being. ○ Willing and able to travel internally within Ethiopia potentially at short notice. ○ Able to travel regularly and operate in a physically demanding working environment. ○ Willingness to work out of office hours when necessary. ○ Upholds the fundamental principles and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous, and dynamic). ○ Ensures inclusive practice and promotes diversity. 		X X X X X X X X	
Values in Action			
<p>Dynamic</p> <ul style="list-style-type: none"> ○ We move forward as one team. ○ Every day, we are adapting, innovating, and learning. ○ When the unexpected happens, we are calm, quick, and efficient. ○ We respond smartly, using clear processes and systems. <p>Compassionate</p> <ul style="list-style-type: none"> ○ We stand for kindness. ○ People come first, no matter who or where they are. ○ We have genuine, open-minded conversations. ○ Together, we are a united force for good. <p>Inclusive</p> <ul style="list-style-type: none"> ○ We are open to all. ○ We treat each other with dignity and respect. ○ Every person's uniqueness is valued, supported, and celebrated. ○ Our individual backgrounds and experiences make our organisation stronger. <p>Courageous</p> <ul style="list-style-type: none"> ○ We are bold. ○ We show our strength by doing the right thing. ○ We are not scared to test our creative ideas. ○ As humanitarians, we go the extra mile to help people in crisis. 			

We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act), who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.