

Climate Adaptation and Resilience Manager

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| **Job Level** | 4 | **Job Reference No:** |  |
| **Role Review Date** |  |
| **Directorate** | UK Operations | **Function** | CRCR |
| **Service** | Crisis and Emergency Response (CER) | **Reports to** | Community Resilience Development Lead |

Scale and scope of role

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| **Direct Reports** | Up to 4 | **Indirect reports** | Project interns and volunteers |
| **Budgetary responsibility/ accountability** | Up to £15,000 | **Accountable for other resources** | NA |

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 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](http://www.redcross.org.uk/About-us/Who-we-are/Our-values) (compassionate, courageous, inclusive and dynamic) underpin everything we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross (BRC) is committed to, and bound by, its [fundamental principles](http://www.redcross.org.uk/principles): humanity, impartiality, neutrality, independence, voluntary service, unity, and universality.

Purpose of the role

The Climate Adaptation and Resilience Manager will be the climate subject matter expert in the UK Crisis and Emergency Response’s Community Resilience Team. This team is tasked with supporting communities and individuals to build resilience against major risks, prioritising areas of greatest unmet need in the UK. The role holder will need to work with our staff, volunteers and external partners, and draw on BRC’s resources, data and insights, to build a framework for the Community Resilience Team’s approach to climate-informed resilience which maximises the cost-effectiveness of our support, and which is embedded in our wider resilience strategy. They will be responsible for managing and coordinating the planning, implementation and evaluation of products that aim to deliver climate-informed resilience building activities against that framework.

## Key Responsibilities

**Framework development**

* Leads the development of a framework for the Community Resilience Team’s approach to climate-informed resilience, and ensure this framework is embedded in the team’s wider Resilience Strategy
* Draw on BRC data and insights to identify areas of greatest unmet need for climate-informed resilience
* Identify opportunities to support climate-informed resilience building activities in those priority communities, through advocacy, partnership and direct development and delivery of products
* Work with project management, finance and product colleagues to maximise the cost-effectiveness of CER’s climate and resilience support to communities
* Support the Community Resilience Development Lead and delivery teams in understanding how climate adaptation drives the needs of communities we serve, and how best we can best operate to address those needs.
* Support work with a range of external stakeholders to identify new areas for partnership and delivery across the climate and community resilience sectors
* Ensure insights are captured and shared with policy teams

**Project Management, Design and Delivery**

* Work with partners across emergency response, climate adaptation, community resilience and fundraising to develop, fund, implement and monitor climate-informed resilience building projects
* Work with the product team to implement participatory methods and co-production principles to ensure communities and key stakeholders can influence the development of BRC’s UK resilience products
* Plan and manage the effective delivery of Climate-Resilience projects, managing budgets, defining staff responsibilities and determining the numbers of volunteers to be involved
* Ensure projects are delivered to time, quality and cost expectations
* Support and guide the team with data analysis and reporting
* Conduct debriefs after training, workshops and exercises to identify and share learnings.

**Stakeholder Management**

* Proactively undertake and maintain partnerships with local authorities, academia and key voluntary and community sector partners to develop, deliver and monitor development of climate-resilience projects
* Communicate with internal and external stakeholders to ensure that project activities meet their needs and expectations
* Ensure communication and reporting plans are clearly defined and delivered
* Lead internal engagement with both remote and in person teams delivering climate-related community resilience
* Explore opportunities to develop and maintain project funding, working closely with BRC fundraising colleagues

**Advising and Reporting**

* Act as CRCR’s climate resilience subject matter expert, bringing forward up to date information and data on emerging needs to target resource and ensure a comprehensive approach across the team
* Provide reports, learning logs and data updates at regular intervals, and as required
* Meet project funding milestones, expectations and reporting requirements, working closely with BRC fundraising colleagues

**Team Member:**

* Actively participates in all team meetings.
* Supports other team members.
* Work and behaves in accordance with all 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.

Pre- engagement checks

Criminal Records

**Type of criminal record checks required for this role**

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| England and Wales - Disclosure and Baring Service Check (DBS) |
| * None |
| Scotland |
| * None |
| Northern Ireland |
| * None |

Drivers Checks

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| * Required No |

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 partnership, 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.

Person Specification

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|  | | **Requirement** | **Evidence obtained through Shortlisting (S) Interview (I) or Assessment (A)** | | |
| **S** | **I** | **A** |
| Knowledge and Skills | Essential | * Knowledge and understanding of climate adaptation * Knowledge and understanding of community resilience * Skilled in both direct and matrix management * Strong project management skills * Strong written and verbal communication skills | S  S  S  S  S | I  I  I  I |  |
| Desirable | * Understanding of a product management approach | S | I |  |
| Experience | Essential | * Experience designing and implementing climate-informed resilience frameworks * Experience communicating, influencing and bringing together diverse teams around a common framework * Experience of managing and delivering UK-wide projects, including budget management * Experience managing stakeholder relationships, helping negotiate solutions to complex problems * Experience liaising with a range of statutory and voluntary agencies, including local government and community organisations * Experience feeding into strategy development processes | S  S  S  S  S  S | I  I  I  I |  |
| Desirable | * Experience building innovative service products and delivering strong impact on communities | S |  |  |
| Behaviours | FOCCUSING ON PEOPLE IN CRISIS Systematically engages with people in crisis.   * Takes accountability for people in crisis, communities and/or other advocates, beyond service improvements, on an ongoing basis. * Encourages others to think from those perspectives. * Actively engages people in crisis in the ongoing planning and shaping of services.   EMBRACING AND LEADING CHANGE  Promotes constructive change.   * Implements constructive changes successfully and supports others to do so. * Overcomes obstacles and deals with resistance around doing things differently, sensitively and respectfully.   WORKING COLLABORATIVELY  Pro-actively builds collaborative relationships internally and externally.   * Takes the time to be curious, gets to know others and their perspective, formally and informally. * Manages relationships and partnerships for the long term – sharing insights, building trust, constructively and openly tackling conflict in order to agree solutions. * Helps others to understand the common ground.   COMMUNICATING AND INFLUENCING Takes multiple steps to communicate and influence.   * Uses appropriate British Red Cross communication tools and channels to deliver multiple messages to a range of stakeholders, clearly and effectively. * Influences others using compelling, well thought through arguments to build support and engagement. * Provides explanations, raises awareness of issues and sends consistent messages in order to support progress | | I  I  I  I | | |
| Additional requirements | Essential | * Ensures inclusive practice and promotes diversity * Able to work and travel extensively throughout the area on a regular basis as appropriate | S & I  I | | |
| Desirable |  |  | | |

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.