

## Regional Officer, Asia Region

<b>Job Level</b>	3	<b>Job Reference No</b>	#10818
<b>Directorate</b>	International	<b>Work location</b>	London, UK
<b>Contract</b>	Permanent	<b>Reports to</b>	Head of Region

### Scale and Scope of Role

<b>Direct Reports</b>	None	<b>Indirect reports</b>	None
<b>Budgetary responsibility/ accountability</b>	1,000 GBP sign-off	<b>Accountable for other resources</b>	BRC supported project budgets

### 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 principles and values

**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 is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

### Directorate overview

The International Directorate is responsible for international disaster response, support to resilience programmes and organisational development of our partner Red Cross and Red Crescent Societies. The work of the International Directorate also includes humanitarian policy and advocacy activities, and International Humanitarian Law. British Red Cross' international work is carried out in coordination and partnership with the International Red Cross & Red Crescent Movement.

### Team overview

The Programmes and Partnerships department provides single oversight of our programme work and our long-term capacity building partnerships and disaster management. The department will work in partnership not only externally with National Red Cross and Red Crescent Societies, the IFRC and ICRC, but also internally within a matrix relationship of technical advisers and policy professionals in other teams.

The BRC Asia team is one of the four regional teams that sit within the International Directorate at the British Red Cross. Currently, we have two cluster offices; one based in London, UK, and one based in Kuala Lumpur, Malaysia.

We are working in partnership with the National Red Cross Societies in Nepal, Bangladesh and Afghanistan, and also support the National Societies of Pakistan and Vietnam. Further, we collaborate closely with the International Federation of Red Cross and Red Crescent (IFRC) and ICRC, and support the management of disasters and crises throughout the region.

The Asia team's vision is that by 2030, the capacities of our Host National Societies (HNS) will be enhanced to enable them to respond effectively to emergencies and better prepare for climate and disaster risks. Concurrently, we also aim to support them to strengthen their relationships with governments, donors, and communities, improving their ability to serve those in need.

### Purpose of the role

The Asia Regional Officer is a vital link to between our in-country, KL-based and UK teams. They provide support to the Head of Region and Country Managers in terms of our regional strategy, partnerships and the processes we follow to work across a dynamic and challenging portfolio. The Regional Officer will play a key role in monitoring and reporting, supporting our relationships and engagement across key internal and external stakeholders whilst modelling our behaviours and values.

### Main Duties and Responsibilities

#### Regional Strategy and Partnership Management

- Support the Head of Region and Country Cluster Managers in the development, monitoring and reporting of **regional action plans and the International Directorate strategy**.
- To produce, monitor and **maintain financial information** for the team including quarterly and annual forecasts, ensuring compliance with BRC procedures.
- Support Country Managers to **manage and strengthen partnerships** by planning and assisting in partnership reviews, due diligence, drafting partnership MoUs etc.
- Facilitate the maintenance and regular review and updating of the regional **risk register**, including following-up on action points with the relevant team members.

#### Project Cycle Management

- Process-owner for **Project Cycle Management** (PCM) and associated **Project Information Management System** (PIMS) processes across all projects.
- Support Programme Managers and the Business Development Manager to facilitate project effective and high-quality **design/proposal development with partners** that realise our commitments to localisation and community engagement and accountability as well as project amendments. Organise and prepare for collaborative project design and review meetings with critical friends (e.g. advisors).
- Lead the **Grant Agreement Document** (GAD) process including preparing GADs, revision of GADs, establishing reporting timelines, coordinating with teams to provide reporting templates and strengthening partners understanding of compliance requirements.
- Collaborate with the Asia team Business Development Manager and the FCDO team on the **development of proposals, budgets, reports** and other associated documentation as required.
- Ensure **PIMS** is kept up to date, working with Programme Managers to upload the relevant information, documents, ensuring decisions are recorded and facilitating sign-off procedures.
- Work with Programme Managers and the Planning, Monitoring, Evaluation, Accountability and Learning (PMEAL) Advisor to **support evaluations, learning events** etc.
- Identify opportunities for **continuous improvement** within the ESA team, to be discussed with stakeholders and proposed for action.

## Support to Asia Team

- To **collect, collate, analyse and communicate data and information** in both verbal and written formats in support of the team's objectives.
- Ensure good flow of information and facilitate timely decision-making, especially in the case of **disaster and crisis response** in the region.
- As required, work with Country Managers, Senior Disaster Management Coordinators, Emergencies and Technical Advisory teams to provide support during an emergency and potential BRC appeal launch, supporting the implementation of the Disaster Management Standard Operating Procedures (DMSOPs)
- Maintain relationships with **internal partners** and stakeholders, representing the Asia team as required.
  - Facilitate engagement and information flow between the Country and UK-based teams.
  - Work with the Communications directorates to ensure effective communication of regional activities, priorities, context updates and successes.
  - Manage the preparations required for Communications and Media visits to the region, including developing ToRs, coordinating with Security, initial briefing, information gathering and feedback following the visit.
- Maintain relationships with **Movement partners** and stakeholders; representing the Asia team as required. Partners include IFRC, ICRC, Partner National Societies, Host National Societies and Donors.

## Standard Responsibilities

- Actively contributes to the BRC Asia team and supports its team members
- Uphold the **Fundamental Principles** of the Red Cross and Red Crescent Movement and work within the Society's equal opportunities policy.
- Adhere to the **British Red Cross values**.
- Actively contribute to our culture of **safeguarding and protection from sexual exploitation**, abuse and harassment.
- Undertake other duties as are reasonably required.
- Ensures inclusive **practice and promotes diversity**.

## Criminal Records Check

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

England and Wales - Disclosure and Barring Service Check (DBS)
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> Basic
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## Diversity

We are committed to being an inclusive employer with a diverse workforce. We encourage applications from people from the widest possible diversity of backgrounds, cultures and experiences – including disabled and ethnic minority candidates. This is to contribute to the breadth of experience we need to respond to people in crisis. You can read more about our commitment to diversity [on our website](#).

## Person Specification

Requirements	Evidence obtained through Shortlisting (S), Interview (I), Assessment (A)		
	S	I	A
<b>Knowledge and Skills</b>			
<b>Essential</b>			
<ul style="list-style-type: none"> <li>Demonstrable expertise in a relevant technical field (gained and evidenced through work experience or academic qualification).</li> <li>A qualification in or knowledge of project management</li> <li>An understanding of the international humanitarian system or international development context</li> <li>An understanding of the regional context</li> <li>Ability to capture and analyse large amounts of information</li> <li>Proven research, drafting and editing skills and able to write for a variety of audiences</li> <li>Facilitation and presentation skills.</li> <li>Excellent administration and organisational skills, including attention to detail and maintaining up-to-date and accurate records</li> <li>Excellent IT skills, including all basic MS office packages</li> </ul>	X X X X X X X	X X X X X	X X
<b>Desirable</b>			
<ul style="list-style-type: none"> <li>Specific knowledge of a relevant country or programmatic/technical area.</li> <li>Knowledge of the International Red Cross and Red Crescent Movement.</li> </ul>	X X	X	
<b>Experience</b>			
<b>Essential</b>			
<ul style="list-style-type: none"> <li>Experience of compiling and summarising materials for a variety of audiences.</li> <li>Experience in project or programme management</li> <li>Experience of working or volunteering in humanitarian or international development contexts, either within programmes or policy.</li> <li>Experience in proposal, logframe and budget development, report writing and other project documentation.</li> </ul>	X X X X	X	X X
<b>Desirable</b>			
<ul style="list-style-type: none"> <li>Working with remote teams</li> <li>Experience of working with FCDO, DEC and other donors</li> <li>Experience with programme evaluations</li> <li>Experience with partnership management</li> </ul>	X X X X	X X	
<b>Additional requirements</b>			
<b>Essential</b>			
<ul style="list-style-type: none"> <li>Upholds the fundamental principles and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamic).</li> <li>Ensures inclusive practice, challenges discrimination and promotes diversity in line with our <b>Equality, Diversity and Inclusion (EDI) policy</b>.</li> <li>Ability to travel within the region up to approximately four times a year.</li> </ul>	X X X	X X	

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.