

## Staff Role Profile: Global Surge (Cash)

<b>Job Level</b>	4	<b>Salary Range</b>	£40,000
<b>Directorate</b>	International	<b>Work location</b>	UK Office, London
<b>Contract</b>	Permanent	<b>Reports to</b>	Manager- Global Surge

### Scale and scope of role

<b>Direct reports</b>	None in the substantive role; during operational deployment, management responsibilities will be specified in the terms of reference	<b>Indirect reports</b>	None in the substantive role; during operational deployment, management responsibilities will be specified in the terms of reference
<b>Budgetary responsibility / accountability</b>	None in the substantive role; during operational deployment, management responsibilities will be specified in the terms of reference	<b>Accountability for other resources</b>	None in the substantive role; during operational deployment, management responsibilities will be specified in the terms of reference

### Context

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis in the UK and across the world. 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 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.

### 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 (RCRC) 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

International Division 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 Division 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 Global Surge team provides surge capacity to the whole of the RCRC Movement. This surge capacity is utilised throughout the whole Disaster Management Cycle (Disaster Risk Reduction, Disaster Preparedness, Emergency Response and Emergency Recovery). We support when and where there is a need to provide immediate capacity both to the Movement field operations and to BRC's programmes at short notice and on deployments of up to three months.

## Purpose of the role

To improve British Red Cross' ability to be flexible and agile in delivery of its own activities as well as those of the other parts of the RCRC Movement. This role increases our capacity to provide assistance at short notice in the area of Cash Assistance, as well as providing co-ordination of RCRC Movement activities during any stage of the Disaster Management Cycle. This is done primarily through a combination of operational deployments and capacity building activities.

## Main responsibilities

The points mentioned below form a description of the core activities of this role. Exact duties and responsibilities will vary depending upon the nature of individual deployments or tasks/activities being undertaken – and will be specified in supplementary mission-specific ToRs.

### **Programmes and Operations**

1. Lead on, or provide support to, the relevant part of the RCRC Movement with the implementation of timely CA feasibility and market assessments to routinely consider CA in response options analysis and design appropriate CA interventions and plans of actions – including associated tools
2. Develop clear, costed, time-bound and resourced plans of action based on assessment findings and manage the implementation of such activities (for the duration of the deployment)
3. Develop clear monitoring information (qualitative and quantitative) to track the progress and impact of subsequent programme activities; advocate for and support the establishment of a beneficiary accountability



framework; ensure regular monitoring of activities, identifying and addressing delays in implementation where necessary

### **Capacity Building**

4. Increase awareness, advocate for, and strengthen the capacity of partner RCRC National Societies to be able to deliver CA on its own or in combination with in-kind assistance and services to meet multisectoral or sectoral programme objectives. This will include support to the National Societies in establishing appropriate CA readiness, building necessary capacity in programming and support service teams, driving analysis, and understanding of the use of new technology to support CA
5. Facilitate or run BRC, ICRC or Federation technical CA and core training courses, and contribute to the development of the new training curriculums or revision of the existing ones. Occasionally, and where appropriate act as mentor to other BRC delegates and staff

### **Representation**

6. Represent BRC (or IFRC or ICRC) at community or local official level, and at inter-agency, governmental co-ordination mechanisms and other technical coordination forums, meetings and sector and technical working groups, fostering co-operative alliances where appropriate, and further positioning BRC (and the wider RCRC Movement) as a key actor in the CA domains
7. Write or take part in communications (public and media) including press interviews and reports; contribute photographic and/or audio-visual materials to support communications work as appropriate

### **Team Member**

8. Undertake any other duties as requested by the post holder's line manager and as reasonably required
9. Actively contribute to our culture of safeguarding and protection from sexual exploitation, abuse and harassment
10. Actively participates in all team meetings
11. Supports other team members
12. Work and behaves in accordance with all BRC policies and procedures
13. Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous, and dynamic).



## Criminal Records Check

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

England and Wales - Disclosure and Barring Service Check (DBS)
> Enhanced - Child and Adult Workforce

## 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

		Requirement	Evidenced obtained through Shortlisting (S) Interview (I) or Assessment (A)
<b>Knowledge and Skills</b>	Essential ✓✓	<ul style="list-style-type: none"> <li>&gt; Educated to degree level or equivalent in relevant subject</li> <li>&gt; Knowledge and understanding of emergency and development issues and associated good practice, including minimum standards for disaster response (e.g. SPHERE, SEEP)</li> <li>&gt; Knowledge of market analysis/assessment and relevant tools (including but not limited to Rapid Assessment of Markets [RAM], Market Analysis Guidance [MAG], Emergency Market Mapping and Analysis Toolkit [EMMA] etc.)</li> <li>&gt; Knowledge of relevant tools and/or conceptual frameworks and current good practice in multi-purpose and sectoral CA in emergency and early recovery contexts, including the use of cash transfer programming</li> <li>&gt; Proven project management skills, with a particular focus on coordination, organisation and planning</li> <li>&gt; Strong skills in diplomacy, negotiation, influencing and advocacy, and political and cultural sensitivity</li> <li>&gt; Demonstrated staff management and mentoring/capacity-building and development skills</li> <li>&gt; Excellent team-working skills</li> </ul>	> S,I,A
	Desirable		
<b>Experience</b>	Essential ✓✓	<ul style="list-style-type: none"> <li>&gt; Experience in providing technical support to and/or in implementing CA in an international response, recovery, and development context</li> <li>&gt; Proven technical and project management experience: assessing, designing, planning, implementing, monitoring and financial management of CA projects throughout the Disaster Management Cycle</li> <li>&gt; Experience in institutionalising CA and building CA readiness with National Societies or local partners</li> <li>&gt; Experience in drafting project proposals, preparing budgets and drafting narrative and financial reports</li> <li>&gt; Experience of developing M&amp;E systems to track progress of implementation and monitor and evaluate the appropriateness, efficiency, effectiveness, and impact of CA interventions</li> <li>&gt; Experience in overseeing approaches to beneficiary management and communication that enhance accountability to beneficiaries</li> <li>&gt;</li> </ul>	> S,I,A
	Desirable	<ul style="list-style-type: none"> <li>&gt; Experience of working with institutional and high-profile donors</li> </ul>	> I,A



<b>Behaviours</b>	<ul style="list-style-type: none"> <li>&gt; Focusing on people in crisis – Level 1 Always asks ‘what does this mean for people in crisis’</li> <li>&gt; Seeking Insight – Level 2 Investigates and Analyses Information</li> <li>&gt; Working Collaboratively – Level 2 Pro-actively builds collaborative relationships internally and externally</li> <li>&gt; Communicating and influencing – Level 3 Takes multiple steps to communicate and influence</li> <li>&gt; Solution focused - Level 2 Sees multiple connections</li> <li>&gt; Managing Personal Impact – Level 3 Manages their reactions</li> </ul>		> I
<b>Additional requirements</b>	Essential ✓✓	<ul style="list-style-type: none"> <li>&gt; Willing and able to deploy at short notice (a minimum of 48 hours) to work/travel in remote and unstable areas</li> <li>&gt; Able to travel regularly and operate in a physically demanding working environment</li> <li>&gt; Willingness to work out of office hours when necessary</li> <li>&gt; Upholds the fundamental principles and acts with integrity, in accordance with the Society’s values (inclusive, compassionate, courageous, and dynamic).</li> <li>&gt; Ensures inclusive practice and promotes diversity</li> </ul>	> I
	Desirable	>	

**In order to be shortlisted for interview, you need to meet the essential criteria as outlined above. N.B.**  
*All disabled candidates who meet the essential criteria (✓✓) will be short-listed for interview in line with our commitment to the Disability Confident Scheme*