

Country Support Officer - Overseas Branches (OSBs)

Job Level	2b	Job reference No.	1553
		Role review	January 2021
Directorate	International	Service/Function	Regions
Reports to	Country Manager Overseas Branches		

Scale and scope of role

Direct reports	None	Indirect reports	None
Budgetary responsibility / accountability	None	Accountability for other resources	None
Reach and impact	The role will provide programme management and administrative support to the BRC Overseas Branches team as well as to the Overseas Branches themselves.		

Context

We help anyone, anywhere in the UK and around the world, 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 global Red Cross and Red Crescent humanitarian network.

Our values and principles

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

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 community resilience and capacity building partnerships with national societies and disaster management activities. The department works in partnership with National Red Cross and Red Crescent Societies, the International Federation of Red Cross and Red Crescent Societies (IFRC) and the International Committee of the Red Cross (ICRC). The department functions internally within a matrix relationship of technical advisers and policy professionals, located in other teams within the International Division. The post sits within the West & Central Africa and Overseas Branches regional team of the department. The British Red Cross has branches in nine British Overseas Territories.

Purpose of the role

The role will provide support to the BRC Country Manager through the provision and maintenance of programme management tools and administrative support to ensure the effective implementation of BRC supported programmes and activities in partner countries.

Main responsibilities

- Support the Country Manager to undertake effective programme and administrative management and ensuring BRC's commitments on value for money and community engagement and accountability.
- Support the Country Manager with internal and external information management, including (when requested) preparing information packs, providing briefings, coordinating departmental contributions to corporate reporting, acting as focal point for the team and external networks, and liaison with other teams.
- Support the Country Manager with restricted funding applications, proposals and reporting processes and assist the Country Manager in the facilitation of meetings and presentations as required.
- Support the Country Manager with British Red Cross response activities including monitoring and reporting on disaster trends, development of country strategies and alignment with regional strategies.
- Support relationship and communications management through effective internal and external liaison, facilitating engagement between British Red Cross, UK Office and field-based personnel and managing information in a range of formats.
- Support the Country Manager to ensure programme risks are regularly monitored and mitigation activities are followed up and fed into programmes.
- Support the Country manager to produce, monitor and maintain accurate financial programme budgets and narrative/ financial reports for programmes.
- Ensure timely and effective handling of grant agreements and pledges, including appropriate sign off processes.
- Attend donor meetings in the UK as necessary and represent the work of the BRC and country office.
- Assist the Country Manager to ensure the minimum-security requirements for the country are fulfilled.
- Support the organisation and facilitation of country visits and deployments as well as visits to the UK office.

- Actively participates in all team meetings.
- Supports other team members.
- Actively contributes to our culture of safeguarding and protection from sexual exploitation, abuse and harassment.
- Undertakes other duties as are reasonably required.
- Ensures inclusive practice and promotes diversity.
- Works 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).

Pre- engagement checks

Criminal Records

Type of criminal record checks required for this role

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

Drivers Checks

> 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 in the UK. 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

Person Specification

		Requirement	Evidenced obtained through Shortlisting (S) Interview (I) or Assessment (A)		
Knowledge and Skills	Essential	<ul style="list-style-type: none"> > Excellent administration and organisational skills, including attention to detail and maintaining up-to-date and accurate records. > Proven ability to prioritise and manage work effectively in a fast-paced environment, to deliver on time and in full against specific objectives. > Excellent written and verbal communication skills. > Excellent IT skills, including proficiency with all basic Microsoft Office packages and information management systems. > Able to act discreetly and tactfully and to respect confidentiality. > Ability to write reports and proposals for a variety of audiences. 	S		
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	Desirable	<ul style="list-style-type: none"> > An understanding of the international humanitarian system or international development context. > Specific knowledge of British Overseas Territories, the Caribbean or disaster management. > Knowledge of the International Red Cross and Red Crescent Movement. > Ability to maintain accurate financial programme budgets and financial reports. 	S	I	
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Experience	Essential	<ul style="list-style-type: none"> > Experience of working across teams both internally and externally. > Experience of, and competency in financial administration including budget preparation and using spreadsheets. > Experience of project management. > Experience of working in international disaster response or international development settings. > Experience of working in international contexts. 	S	I	
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	Desirable	<ul style="list-style-type: none"> > Experience of working in a partnership setting. > Experience of working with institutional donors such as DFID and other donors. 	S	I	
			S	I	

Behaviours	<ul style="list-style-type: none"> > Seeking Insight – Gathers Information > Working Collaboratively – Proactively works across boundaries and hierarchies > Communicating and influencing – Tailors their approach > Solution focused - Sees multiple connections 			 	
Additional requirements	Essential	<ul style="list-style-type: none"> > Occasional international travel to country required > Willingness to work out of hours when necessary e.g. during an emergency > 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 	S S S S	 	
	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.