

## Cash School Officer

<b>Job Level</b>	3	<b>Job Reference No:</b>	
		<b>Role Review Date</b>	December 2021
<b>Directorate</b>	International Directorate	<b>Function</b>	Cash Hub
<b>Service</b>	Cash Hub	<b>Reports to</b>	Cash School Manager

### Scale and scope of role

<b>Direct Reports</b>	n/a	<b>Indirect reports</b>	n/a
<b>Budgetary responsibility/ accountability</b>	n/a	<b>Accountable for other resources</b>	n/a

### 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 (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.

### Purpose of the role

The Cash School Officer will support the Cash School Manager, to develop knowledge, skills and expertise of humanitarian professionals in the Movement. The overall aim is to expand the current pool of Cash Champions and build a global network ready to support Movement response and NS programmes in all regions.

This role will directly support the Cash School with the Cash Practitioners Development Programme (CPDP), helping to define and develop systems, networks and processes. The role will advise on and implement best practice in engaging and managing cash practitioners throughout their involvement with

the CPDP. The role will also provide operational support to the cash school, including the facilitation of deployments.

## Key Responsibilities

### Advisory

1. Provide high quality policy and technical advice to the Cash School within the areas of recruitment and selection, retention and engagement of the alumni group to support and strengthen the implementation of the Cash Hub Strategy.
2. Develops procedures and guidance wherever relevant, including CPDP participant lifecycle procedures, security and duty of care responsibilities.
3. Provide advice, support and feedback on specific aspects of the CPDP to support the development and evolution of the programme to ensure that the CPDP is heading in the right direction in terms of feasibility, utility, design and approach, and offer strategic/ high-level feedback based on oversight.
4. Keep up to date on trends in Cash & Voucher Assistance (CVA) capacity management in the international/ humanitarian aid sector, through engagement in building strong and diverse specialist networks and partnerships (.).
5. Develop the Cash School alumni network to maximise engagement and build a global community of practice.
6. Assist Cash School Manager with mentor matching, deployment matching, assessment sign-off, authorisation of progress of practitioners through the levels of learning, 'graduation'.

### Talent Management

7. Design, manage and lead targeted and innovative recruitment campaigns globally to attract appropriate talent in specialist skill areas for the cash practitioner development programme.
8. Develop guidance and selection methods for use during the recruitment campaign.
9. Proactively set-up and manage engagement of pre-prospective cohort of practitioners and alumni network.
10. Provide HR administrative support to the recruitment and deployment of practitioners.
11. Act as an advocate for the CPDP, promoting its vision and learning products within the Movement, within other organisations, institutions and networks, and throughout the wider humanitarian sector;

### Planning and Reporting

12. Working with colleagues across the Movement, build a sound understanding of anticipated strategic CVA technical needs in short, medium and long term.

13. Collect, collating, analyse, assess and interpret information from a range of sources to make evidence-based recommendations.

14. Proactively improve quality and accountability, ensuring compliance through the provision of timely and effective advice, as well as capacity building.

**Team Member:**

15. Work and behaves in accordance with all BRC policies and procedures.

16. Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamic).

17. Fully participates in all team meetings.

18. Supports other team members

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

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

#### Drivers Checks

> No
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#### 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	No
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> International Driving License for manual cars	No
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## 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

		Requirement	Evidence obtained through Shortlisting (S) Interview (I) or Assessment (A)		
			S	I	A
<b>Knowledge and skills</b>	Essential	• Excellent administration and organisational skills, including attention to detail and maintaining up-to date and accurate records	x	X	
		• Understanding of HR best practice within the international humanitarian system or international development context.	X	X	
		• Good analytical skills, both quantitative and qualitative and the ability to interpret information from sources to present to decision makers / different audiences.	X		
		• Strong team, networking, and collaboration skills.	X		
		• Ability to communicate, influence and problem solve effectively across diverse cultures and geographical distances with sensitivity.	x		
		• Excellent organisational skills, a can-do attitude, resilience, and the ability to innovate, using new ways to approach difficult situations.	x		
		• An excellent team player who has the flexibility and adaptability to handle multiple tasks and priorities, with the ability to remain calm under pressure, and deliver to deadlines;	x		

	Desirable	<ul style="list-style-type: none"> <li>• Degree level academic qualification in a related subject (or equivalent work experience)</li> <li>• Understanding of HR policies and practice relevant to an emergency setting – rapid deployment, duty of care. R&amp;R, per diems etc.</li> <li>• Understanding of the Red Cross and Red Crescent Movement.</li> <li>• Understanding of cash and voucher assistance</li> <li>• Good project management skills</li> </ul>	X		
<b>Experience</b>	Essential	<ul style="list-style-type: none"> <li>• Proven experience of recruiting to registers or capacity building programmes</li> <li>• Experience of providing advice and support on HR, including workforce planning, recruitment and selection, employee relations and change management</li> <li>• Experience of establishing effective relationships with decision-makers and interlocutors.</li> </ul>	X	X	
		<ul style="list-style-type: none"> <li>• Experience of providing advice and support on HR, including workforce planning, recruitment and selection, employee relations and change management</li> <li>• Experience of establishing effective relationships with decision-makers and interlocutors.</li> </ul>	X	X	
	Desirable	<ul style="list-style-type: none"> <li>• Pool, register or alumni engagement management experience</li> <li>• Experience of recruitment, surge or talent planning in relief and development environments.</li> </ul>			
<b>Behaviours</b>		<ul style="list-style-type: none"> <li>• Seeking Insight – Level 2 Investigates and Analyses Information</li> <li>• Working Collaboratively – Level 2 Pro-actively builds collaborative relationships internally and externally</li> <li>• Communicating and influencing – Level 3 Takes multiple steps to communicate and influence</li> <li>• Solution focused - Level 2 Sees multiple connections</li> </ul>			
<b>Additional requirements</b>	Essential	<ul style="list-style-type: none"> <li>• Ensures inclusive practice and promotes diversity</li> </ul>			
	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.