

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	Security Project & E-learning Coordinator
Date reviewed	January 2017
Purpose	The aim of this job is to coordinate the delivery of our ECHO funded Humanitarian Security Incident Information Management: Sharing, Training and Analysis (SIIM) project. The main focus of your role will be ensuring the successful delivery of the project but you may from time to time also be asked to support the development and delivery of courses for the Tailor Made programme.
Responsible to	Programme Manager, Europe and Global Initiatives Programme
Responsible for	SIIM Project Officer
Working with	Colleagues within the Europe and Global Initiatives Team and external contacts as necessary
Location	250a Kennington Lane, London, SE11 5RD
Post	Part-time (50%)
Period	21 months
Grade	3
Salary	As defined in our standard contract terms

REDR AND THE WORK WE DO

Every year, hundreds of millions of people around the world are affected by natural disasters and conflict. RedR is an international disaster relief NGO which saves lives by giving aid workers the vital skills they need to do their jobs to the highest possible standard. We train thousands of people each year in everything from providing emergency shelter to staying safe in the field, from project management after emergencies to essential water and sanitation skills and more. And we provide experienced, professional aid workers from our pool of 1700 Members to support emergency response and longer-term humanitarian programmes worldwide.

The Europe and Global Initiatives Programme is one of 4 regional offices reaching close to 3000 humanitarians a year. The SIIM project is a new project fits within a broad portfolio of work run from the regional programme. RedR UK is the project lead with Insight Insecurity and European Inter-agency Security Forum as consortium partners. The role is primarily focused on delivering the SIIM project which includes elements of coaching, online learning and face to face learning. The post holder will also be asked to contribute to the Tailor Made programme which is a cost recovery programme by which we provide capacity building support to humanitarian agencies. This part of the work may take 5 – 10% of the post holder's time.

JOB DESCRIPTION

Main Duties and Responsibilities:

Effective delivery of the SIIM project and including:

1. Manage specific aspects of the delivery of the SIIM project and take responsibility for achieving the project objectives within scope, budget and schedule;
2. Oversee the development and delivery of e-learning and e-facilitated courses on the SIIM project ensuring quality of the materials and delivery;
3. Manage all aspects of the budget in relation to the SIIM project including budget planning; monitoring the budget, tracking expenditures, forecasting and preparing financial reporting;
4. Prepare, seek internal approval for and submit all financial reports and contribute to narrative reports;
5. Coordinate with consortium partners which includes, overseeing payments to them, monitoring project outputs, agreeing payment and reporting schedule, and checking partners' financial reports;
6. Manage the relationship with the donor ensuring communications and reports to the donor are timely, all donor requirements are undertaken and all contractual obligations are fulfilled;
7. Direct line management of a Project Officer to implement the SIIM Projects, including managing training logistics, quality of participant experience and materials and resources;
8. Develop a M&E plan in line with RedR processes, support the project officer to implement the plan and analyse the data on a regular basis;
9. Maintain appropriate project documentation and liaise with the finance department to ensure the required financial documentation is collected and stored;
10. Work closely with the Finance departments to make sure all project expenditure is accurately recorded;
11. Contribute to the development and delivery of other learning formats such as face to face materials and training courses for SIIM if required;
12. Contract appropriate Associate Trainers to undertake work as appropriate including managing the identification, recruitment, coordination, contracting and support of those individuals if required;
13. Liaise with external stakeholders as relevant.

Contributing to the Tailor Made Programme

1. When appropriate, develop and deliver capacity building support to organisations involved in Humanitarian work through RedR's Tailor Made service. This may be in the UK or overseas.
2. When working on Tailor Made services, assume full responsibility for liaising with the partner organisation, planning, budgeting, course delivery and monitoring.
3. Where events require associate trainers, manage the identification, recruitment, coordination, contracting and support of those individuals.

4. Work closely with other training and support staff in the team to ensure the efficient administration and smooth running of capacity building events.

Contributing to the E&GI Department

1. Support the recruitment of new Associate Trainers and/ or Training Coordinators by periodically attending Trainer Assessment days or supporting the recruitment process;
2. Participate in Learning Needs Analysis of individual relief workers and Humanitarian Organisations;
3. Play a role in identifying opportunities for RedR to support the sector and marketing of RedR's work, liaising closely with Communications Team as well as staff in the Europe and Global Initiatives Team;
4. Represent RedR at training events and other networks and forums, delivering presentations, seminars or workshops where required;
5. Where relevant, lead on the writing and submission of funding proposals.
6. Contribute to the strategic planning of the team when relevant and contribute to the E&GI annual operational plan and budget.

Maintaining and Improving Quality

1. Keep up to date with developments and relevant issues in training, humanitarian relief and security management;
2. Work with the Programme Manager and other colleagues to maintain the quality of RedR's work through;
 - a. Careful recruitment and management of Associate Trainers,
 - b. Regular review and improvement of training materials,
 - c. Ensuring the highest standards of participative training,
 - d. Maximising the participants experience both in and out of the training room.
3. Support the continuous improvement of RedR's work through evaluation and impact assessment of capacity building events.

You may also need to undertake any other reasonable tasks or duties as required by the line manager or organisation.

PERSON SPECIFICATION

Essential

- At least 5 years of experience in humanitarian aid or development, training and or capacity development
- Experience of effectively managing projects funded by institutional donors;
- Experience of budgeting and budget management;
- Experience of developing and facilitating e learning methodologies;
- Ability to deliver effective training to adults;
- Ability to represent the organisation externally and to develop networks;
- Effective workload management skills and ability to use initiative to solve problems;
- Excellent interpersonal and team skills;
- Computer literacy in MS Office;

- Willingness and ability to undertake travel internationally to often insecure and difficult environments for periods up to 2 weeks.

Desirable

- Experience of managing ECHO funded grants;
- Experience and understanding of security and security management in the humanitarian sector;
- Experience of identifying, contracting and managing consultants;
- Fluency in Spanish, Arabic or French an asset.