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Job Description

**London**

**NAME OF EMPLOYEE:**

**HRspace NUMBER:**

**ROLE:**  Humanitarian Affairs Coordinator

**JOB CODE:**  800992

**ROLES FAMILY / SUB-FAMILY CODE:** Policy

**LEVEL:** C2

**EXTERNAL JOB TITLE:** Head of Policy and Humanitarian Affairs

**Location / Place of Employment:** London

**ORGANIZATIONAL UNIT**  Policy

**LINE MANAGER(S):** Head of Regional Delegation

**FUNCTIONAL MANAGER(S):** Head of Regional Delegation and Head Humanitarian Diplomacy

**PEOPLE MANAGEMENT:**

**DATE OF EFFECT:** 1 August 2023

The following job description is complementary to its role description.

**PURPOSE**

The Head of Policy and Humanitarian Affairs manages a small dynamic team based in London, who take the lead, as requested, on the delivery of relevant strategies in the UK and Ireland, the main objectives of which are twofold: (i) to contribute towards enabling ICRC action to protect and assist people affected by armed conflict and other situations of violence and AC; (ii) to influence the debate and secure improved decision-making on issues relevant to conflict, humanitarian action and international humanitarian law.

Reporting to and working as adviser to the ICRC Head of Delegation (HoD) (advising as well his/her deputy), the Head of Policy and Humanitarian Affairs develops and oversees the implementation of the delegation’s policy and humanitarian affairs strategy in the UK and Ireland, ensuring it is in line with the ICRC’s overall strategy. He/she is a member of ICRC’s global network of policy and humanitarian advisors, interacting regularly with the Policy and Humanitarian Diplomacy Divisions/Units at headquarters as well as with delegations around the world, thus contributing to policy formulation and ICRC’s humanitarian diplomacy.

He/she works closely with the British Red Cross and Irish Red Cross ensuring optimal impact of the Red Cross Red Crescent Movement’s policy and humanitarian diplomacy objectives.

This is an outward facing job as he/she represents the ICRC with the authorities and the wider humanitarian sector in the UK and Ireland (scale of engagement with Ireland determined in close consultation with the head of regional delegation).

**FUNCTIONAL RESPONSIBILITIES**

**Strategy setting and implementation**: Designs and delivers effective diplomatic and policy strategies and shapes and/or supports the ICRC’s engagement with stakeholders. This involves careful consultation across the ICRC and across delegation departments, monitoring debates relevant to the ICRC’s global policy priorities and identifying opportunities to advance the ICRC’s goals in its bilateral, confidential dialogue as well as in public policy fora. He/she involves and/or co-operates with other teams (such as communications, protection, legal, fundraising) in the implementation of the delegation’s influencing strategy and delegation objectives.

**Networking and representation:** Engages the ICRC with a wide range of stakeholders. These include the UK government, as well as the Irish government (as required), the opposition, parliaments, civil society, think tanks, private sector, academia and other influencers, as appropriate. Represents the ICRC and participates in panels, debates and public speaking roles.

As the HoD policy/strategy adviser, he/she support the HoD in developing and expanding his/her networking and engagement activities.

**Policy and strategic advice:** Provides support and advice to the Head and Deputy Head of Delegation on political, policy and strategic issues and on engagement, and supports other delegation departments with such advice, as required. Drafts timely analysis and reporting and identifies opportunities for interventions to advance operational or humanitarian diplomacy goals. Serves as a liaison point with ICRC headquarters and delegations around the world (notably those in P5 countries, New York and Brussels, as well as when required/designated as delegation focal point for operational contexts or crisis requiring dedicated policy support) on global humanitarian diplomacy priorities and participates in the development of a “humanitarian diplomacy architecture” and network to support the ICRC’s overarching humanitarian diplomacy objectives. Leads on some of ICRC’s global initiatives (contextual or thematic), in agreement with HoD, and if required, with Headquarters.

**British Red Cross and Irish Red Cross**: coordinates closely with British Red Cross and Irish Red Cross with a view to ensuring maximum humanitarian diplomatic impact for the Red Cross Red Crescent Movement. This involves sharing policy, public affairs and engagement strategies and action plans; defining the most effective ways of collaboration such as sharing of information and contacts, consultation or carrying out joint initiatives.

**People Management**: Manages two humanitarian advisors and one associate. Provides strategic and tactical guidance to team members on developing and implementing work objectives and action plans as well as provides timely feedback during the year on performance and supports professional development. He/she is part of the delegation’s management team.

**Financial management**: Coordinates the budget preparation for the policy team; reviews monthly budget information with the Finance and Admin Manager; participates in the annual planning and budgeting process. Sets policy/humanitarian affairs direction, leads on drafting the objectives and on monitoring impact.

**GENERAL DUTIES**

* Understands and adheres to the 7 Fundamental Principles of the Red Cross/Red Crescent Movement;
* Understands and adheres to the ICRC Code of Conduct;
* Understands the three components of the Red Cross/Red Crescent Movement;
* Respects and observes staff regulations and security rules at all times;
* Represents the ICRC in a professional manner at all time;
* Develops and maintains a pleasant and conducive working environment with colleagues and line managers;
* Performs all duties with the highest level of confidentiality in the interest of the employees and the ICRC;
* May be asked to perform duties and tasks not covered in this job description as well as to provide support to other departments when necessary.

**PROFESSIONAL EXPERIENCE AND SKILLS REQUIRED**

* Master’s degree in a relevant subject;
* Strong experience (indicative is 10+ years) in humanitarian policy advocacy, diplomacy, conflict analysis and/or a relevant policy position;
* Prior field experience with the ICRC or another humanitarian/development organization;
* Knowledge and experience of working with government departments, as well as humanitarian/development organizations and think tanks;
* Excellent written and spoken English. French or other second language a plus;
* Proven experience in networking and influencing;
* People management and leadership experience;
* Confirmed analytical, negotiation and presentation skills.

Line Manager(s)

Head of Regional Delegation

Philip Spoerri

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(Date & Signature)

HR Manager

Aris Magkoutis

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(Date & Signature)

I hereby state, that I have taken note, read, understood, and adhere to the job description as outlined. I do understand that this job description is binding and an integral part of my employment agreement. I do understand that the job description is subject to change and will be adapted for essential modification in its purpose, responsibility and accountabilities. I hereby accept the terms and conditions as set forth in this job description.

Employee

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(Date & Signature)