

TEARFUND JOB PROFILE

ROLE	PROGRAMME DIRECTOR
PROGRAMME	Haiti
LOCATION	Port au Prince
DATE REVIEWED	January 2010

PART 1 – JOB DESCRIPTION

1. JOB OVERVIEW

The Programme Director (PD) is responsible for leading, managing, representing and setting the strategic direction of a Tearfund Disaster Management Programme. The PD must ensure that programme implementation is in line with Tearfund and DMT policy and strategy and ensure projects reflect Quality Standard commitments. The PD is responsible for developing and maintaining contacts with donor representatives and managing donor funding for the programme. As the most senior representative for Tearfund in the programme, the PD is responsible for high level representation to the government, donors and the UN and for coordination with other NGOs and UN agencies. The PD has overall responsibility for security management and health and safety within the programme.

2. POSITION IN ORGANISATION

- Grade: A1
 - Reports to the Operations Manager in the UK.
 - Line manages several members of the Programme Senior Management team and others as required (approximately 4-8 direct reports but varies with presence and number of Deputy PDs).
 - Liaises closely with the following teams in the UK; DMT (Operations, Logistics and Finance), International HR, Programme Funding and Regional team (including the Country Representative).
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3. ORGANISATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- The post-holder will be required to participate in the spiritual life of Tearfund in the following ways:
 - To lead or contribute in Christian worship, prayer, teaching and biblical reflection during Group or Team prayer times.
 - To be committed to the outworking of Tearfund's Mission, Values and Beliefs statement.
 - To actively work and live in accordance with Tearfund's statement of Faith and Tearfund's evangelical Christian beliefs.

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- To maintain a Christian faith through personal spiritual development and a relationship with God.
 - To provide support and spiritual guidance to staff, in line with biblical principles to demonstrate Tearfund's Christian distinctiveness and ethos.
 - The post-holder will be expected to behaviour in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.
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4. KEY RESPONSIBILITIES

4.1. PROGRAMME STRATEGY

- Lead the in-country strategic planning process and ensure input from national and international project staff contributes to shaping the overall strategy (the Programme Framework).
- Ensure Tearfund's purpose, values, and the programme objectives are communicated amongst project staff to foster mutual understanding and ownership.
- Responsible for the programme funding strategy, identifying and securing donor funding in accordance with budget targets and maintaining a diversity of future funding options.
- Responsible for the development and outworking of programme implementation plans and schedules.
- Monitor emerging socio-economic and political developments and emerging humanitarian situations.
- With the HR Manager, define the required team composition and organisational structure for the programme in accordance with the DMT Grading Structure.
- Contribute towards the development of Tearfund and DMT strategy and policy through input to key documents on an ongoing basis and attendance at the UK Management Conference.

4.2. PROJECT MANAGEMENT

- Oversee assessments/reviews and the shaping of new project proposals, including budgets, in accordance with the Programme Framework.
- Ensure projects are designed in accordance with Tearfund's Quality Standards and reflect the priorities outlined in the programme's Quality Standards action plan.
- Responsible for oversight of the programme budget, reviewing the monthly management accounts with the Finance Manager and management team, and assisting staff in managing specific projects budgets, monitor expenditure and identify any corrective actions required.
- Ensure all programme and project reports are submitted on time and in accordance with required reporting formats.
- Ensure the timely provision of programme updates to the Operations Manager as well as additional information to be used for fundraising and media when required. Security information should be proactively forwarded to the Operations Manager as a priority.
- Undertake monitoring of projects with staff through field visits and ongoing communication to review progress, review beneficiary feedback, identify corrective actions required and capture learning.
- Promote and encourage an openness to welcoming feedback from beneficiaries and communities, and learning from staff

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- **Oversee all project evaluations, reviews and audits to assess project impact and effective use of resources. Ensure action plans are owned and recommendations are implemented.**
- **Create structured opportunities to encourage learning from all staff, identify issues and learning from evaluations and audits and be responsible for sharing this with DMT UK.**

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4.3. CORPORATE POLICY AND COMPLIANCE

- Responsible for security management for the programme, including advising on Security Plans and monitoring that they are updated when scheduled, ensuring staff are fully briefed/trained on the agreed security measures appropriate to the area, staff understand individual and collective responsibilities for safety and security and incidents are appropriately reported, critical learning is recorded and corrective actions taken.
- Responsible for health and safety for the programme, ensuring policy is understood by staff and any accidents are recorded appropriately.
- Ensure there is comprehensive briefing and induction for all staff, ensuring their familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives.
- Ensure the programme is in compliance with the procedures set out in Tearfund's Disaster Management System for the development of project proposals, reporting, monitoring, evaluation, audit, learning, project completion and for compliance with donor rules.
- In conjunction with the HR Manager, ensure Tearfund HR policies and procedures are implemented across the programme and ensure procedures are consistent with the legal context and local practice.
- Oversee the Human Resources Manager to ensure the establishment and maintenance of an effective administrative support function, in accordance with Tearfund's standard operating procedures.
- In conjunction with the Finance Manager, ensure financial management is in accordance with Tearfund financial systems and policies.
- In conjunction with the Logistics Manager, ensure logistics systems (procurement, transport, storage, communications, estate/buildings management, asset management etc) are in accordance with Tearfund logistics systems and policies.
- Ensure that Tearfund has public liability insurance, where available, and ensure that vehicles, staff, buildings and contents insurance is obtained locally where UK cover is not arranged.
- Ensure the programme is compliant with host country legal, contractual and statutory requirements.

4.4. TEAM MANAGEMENT

- Lead the programme and senior management team, ensuring clarity over plans and priorities, providing supervision, guidance and mentoring, encouraging effective team work and inclusiveness and building a team spirit through regular meetings and events.
- Provide management support to the senior management team members, in their management of others, and their implementation of role objectives, work plans and budgets.
- In conjunction with the HR Manager, ensure UK management receive timely recruitment requests, together with clear and updated job descriptions and person specifications.
- In conjunction with the HR Manager, ensure Tearfund's performance management system is effectively implemented across the programme, with objective setting, probationary reviews, regular catch ups, 6-monthly performance appraisals and exit interviews, carried out for all staff.
- In conjunction with the HR Manager, ensure the resourcing and implementation of Tearfund's staff development policy, including personal development planning, across the programme in a way that is consistent and transparent.

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- Conduct disciplinary and grievance procedures as required, in conjunction with the HR Manager.
- Provide spiritual leadership to the programme and pastoral support where appropriate to direct reports, members of the Senior Management Team and project staff.

4.5. EXTERNAL REPRESENTATION

- As the most senior representative for Tearfund in the programme, the PD is responsible for high level representation to the government (or informal de facto authorities), securing and maintaining the necessary approvals to operate, ensuring coordination and constructive working relations and attending relevant coordination meetings or delegating to staff as appropriate.
- Represent Tearfund to other NGOs, UN agencies and visitors ensuring coordination and constructive working relations and attendance at relevant interagency technical, sectoral and security coordination networks as necessary.
- Represent Tearfund to senior donor representatives and in-country donor facilities, supporting positive relations and ongoing communications.
- Direct policy influencing (advocacy) activities at relevant local and regional levels, consistent with the Programme Framework, in consultation with the Public Policy Team and Operations Manager in the UK.
- Facilitate relationship building with local churches where applicable and their engagement in project objectives.
- Facilitate relationship building with Tearfund partner organisations and collaborative work in accordance with the Programme Framework, including capacity building, shared learning and mutual encouragement.
- Develop constructive relationships with media representatives to build public profile and ensure positive coverage.
- Serve as the principle local Tearfund spokesperson to media groups and external parties.
- Make decisions regarding appropriate media interviews, field visits and press statements in consultation with the Media Team and Operations Manager in the UK.

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PART 2 – PERSON SPECIFICATION

JOB TITLE: Programme Director

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree and/or equivalent qualification 	<ul style="list-style-type: none"> • Human Resources management training • Security Training
EXPERIENCE	<ul style="list-style-type: none"> • Proven strategic planning and emergency programme and project management experience. • Proven security management experience • Proven people management experience • Proven budget management experience • Implementing and working in accordance with corporate structures, policies and practices. • Proven application of good practice standards: SPHERE, Humanitarian Accountability Partnership, People In Aid and Red Cross Codes of Conduct. • Donor grant management 	<ul style="list-style-type: none"> • Experience in logistics systems, particularly procurement • Development experience • Advocacy experience • Familiarity with the relevant region
SKILLS/ ABILITIES	<ul style="list-style-type: none"> • Spoken French • Leadership and management skills • Negotiation and representation skills • Analytical and problem solving skills • Excellent written and verbal communication skills • Computer literate • Organisational skills 	<ul style="list-style-type: none"> • Training and mentoring skills
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Committed evangelical Christian • An understanding of and a commitment to Tearfund's Mission, Values and Beliefs Statement • Emotionally and spiritually mature • Team player • Understanding and sensitivity to cross cultural issues • Commitment to accountability to beneficiaries and transparency, showing dignity and respect, and demonstrating listening and understanding 	<ul style="list-style-type: none"> • Networking • People developer and motivator

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	<ul style="list-style-type: none">• Flexibility, ability to remain calm under pressure• Willingness to travel and live in basic conditions	
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