

Humanitarian Programme Manager - LAC

Location	Home-based, with travel. Candidates based in Latin America, preferably Colombia. Applicants must be resident and possess the right to work in the country where they are based.
Department	Global Impact, Inclusive Humanitarian Action team
Reports to (Line Manager)	Inclusive Humanitarian Action Portfolio Lead / Deputy Humanitarian Lead
Grade	UK Grade E
Contract Type	Full-time, fixed term contract for 12 months

About HelpAge

HelpAge International works with partners and a diverse global network of more than 170 organizations over 90 countries, supporting millions of older people to live safe, dignified, and healthy lives. Through our partnership and collaborations, we work to ensure the inclusion of older people across society and strive to deliver a just and fair world for everyone, whatever their age.

Our work is driven by our desire to deliver real impact for older people, to be inclusive, to work in partnership and to learn from our shared experience. Our 2030 strategy Ageing in a Just World sets out how we will work together to shape the future we all share. By ensuring that all our work promotes wellbeing, dignity and voice, we can be a positive influence in the lives of current and future older people.

HelpAge International is entering into an exciting phase of its evolution as we fundamentally transform what we do, how we do it and how we are organised. Driven by our commitment to the localization agenda, we are evolving the way we partner and deliver value at the country and local level. In the coming 3 years, we will localize our country offices and programmes, and develop new and diverse forms of partnerships globally. We seek to give primacy to local agents for change. To this end, we will replace all programmes delivered by HelpAge staff and resources on the ground with implementation by partners. This will apply across all our work -humanitarian and long-term development. Going forward, our value is framed around supporting, convening and thought leadership. A key way of creating value and bringing impact is collaborating across boundaries and by bringing different perspectives, skills and talent together. We will deliver our work through agile teams and a global operating model, with regional roots, to focus on impact and maintain the relationships at the national level to help build collaborations and support others to set their own agendas.

About the Portfolio / Department

HelpAge's global humanitarian work is led and supported by the Humanitarian Portfolio (team) which sits within HelpAge's global team. The team works remotely, and currently comprises eight geographically focused Humanitarian Programme Managers (HPMs), 1.5 Portfolio Support Officers and seven Advisers: Advocacy, Health, Protection and MHPSS, Humanitarian Inclusion, Cash and Markets, Capacity Strengthening, and Age-Inclusion. The Humanitarian Lead also directly manages HelpAge's Ukraine Country Director and oversees HelpAge's largest humanitarian programme in Ukraine.

The Humanitarian Portfolio works closely with other global departments: Healthy Aging and Care, Society for All Ages, Income Security, Media and Communications, Operations, Business Development, Finance, Human Resources, Regional Representatives for Africa, Asia, Europe, Latin America and Caribbean, Middle East and Eurasia.

About the Job

The role is to provide the humanitarian support through partner led programming to Latin America and Caribbean. This will mainly include programme management, developing new funding opportunities, technical support to advisers, ensuring programme quality and capacity building of staff and partners.

Key areas for impact/influence and responsibilities

These outline the broad areas of responsibility in the role, but in collaboration with your humanitarian colleagues you will be able to shape and design specific activities that are relevant at any point in time. We want you to work creatively to deliver impact and respond to relevant opportunities.

As Humanitarian Programme Manager you will be required to provide support to a group of countries in a specific region (Latin America – Caribbean) but also be flexible to support humanitarian work in different regions, when needed.

You will:

- Provide support to humanitarian responses, through remote backstopping, and where required, short-term travel.
- Oversee the programme management of humanitarian partner-led programmes in a specific region (Latin America – Caribbean).
- Identify and develop new funding opportunities and project partnerships to build a humanitarian portfolio of work and increase the impact for older people in emergencies.

- Work closely with HelpAge’s Supporting Members (UK, US, Germany, Canada) to provide information needed on the humanitarian portfolio for developing new relationships and funding proposals with new and non-traditional donors.
- Provide technical advice and support to Portfolio Leads and Advisers in the development of new humanitarian project proposals including needs assessments, concept notes, project proposals and budgeting.
- Strengthen the capacity of HelpAge staff, partners, and network members through training (including coaching and mentoring) and support on humanitarian programme development and other aspects of the project cycle.
- Monitor the quality of humanitarian programmes, supporting partners, making recommendations for change that is needed to improve the impact on the lives of older people.
- With the other Humanitarian Portfolio Manager focusing on countries in Latin America – Caribbean, support Monitoring, Evaluation and Learning for the humanitarian portfolio, tracking progress, sharing and utilising related information, data, learning and evidence across the organisation and the network.
- Strengthen relationships with network members and partners engaged in the humanitarian portfolio, understanding their areas of expertise, and convening regularly to share learning and develop ideas.
- Manage the humanitarian partners within your allocated region, with the support of business partner service team and advisers.

Skills and experience required

You will be someone with:

- Extensive humanitarian experience, including working with a range of humanitarian donors such as ECHO, BHA, FCDO, GFFO, GAC, START, SIDA & DEC.
- Substantial experience in all aspects of Project Cycle Management with particular focus on proposal development, needs assessments, M&E and Knowledge management.
- Track record in successful humanitarian project development with partners and securing funds to support partner led programming in low and middle-income countries.
- An ability to have a good understanding of the other key portfolio areas for HelpAge (healthy ageing, income security, society for all ages), and in-depth knowledge and experience of one of the focus areas is desirable.
- Experience of development and use of humanitarian MEAL systems and approaches, at project level, across development, humanitarian, and advocacy context.
- Demonstrable experience in leadership and programme management with geographically dispersed teams and in challenging humanitarian contexts
- An ability to represent HelpAge with traditional and non-traditional partners, donors and networks.

- Experienced in building and supporting national staff and partner capacity.
- An ability to travel, occasionally at short notice.
- Fluency in English and Spanish is essential.

Key Behavioural Competencies

At HelpAge International, we believe in the importance of empowering our people to be change makers and leaders at all levels. We expect our people to embrace and live our values, challenging themselves every day to identify issues that are most important to older persons and their communities, and to make an impact that matters.

In addition, as an HelpAge employee you are expected to:

Competencies	Description
Working Collaboratively with Others	Work collaboratively, building mutual trust and respect, with external organizations and partners to achieve our strategic aims and objectives; being accountable for the work we do together.
Adaptability and Flexibility	Adapt to new directions or opportunities arising within the organisation and in our work area; being flexible in our role, constantly using the feedback to learn more and evolve further.
Supporting and Facilitating Change	Lead behavioural and cultural change through embracing a supportive, collaborative and highly inclusive environment where everybody feels supported, respected and engaged.
Extend HelpAge's Reach and Impact	Extend HelpAge's reach and impact by creating and identifying new business development opportunities and building relationships with new partners.
Diversity and Inclusion	Lead and promote a culture of including the voices of older people across our support, convening and thought leadership roles, in a way that is transformative, empowering and highly inclusive of those marginalised by gender, economic status, disability and other factors of discrimination.
Leading Others (for managers)	Demonstrate strong leadership to own unit/department and manage people in a well and reputable manner. Create an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.

Safeguarding

HelpAge International is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with. The post holder will also be responsible for:

- Preventing harm and abuse from our people, operations and programmes to anyone that encounters our work.
- Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism.
- Complying with all safeguarding framework policies and practices.
- Completing mandatory training courses relating to our safeguarding policy framework and complying with HR vetting procedures.

SAFER RECRUITMENT

All employments at HelpAge International will be subject to satisfactory references and appropriate screening checks, which can include misconduct disclosure schemes and terrorism finance checks.