

Age Inclusion Specialist (National)

Location	Kyiv, Ukraine
Department	Programmes, National Staff member.
Reports to (Line Manager)	Age Inclusion Specialist/Age and Disability Technical Working Group (ADTWG)
Contract Type	Full-time, 12 months fixed term employment contract
Works with	Staff members of program, and support departments.

About HelpAge

HelpAge International works with partners and a diverse global network of more than 170 organisations 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 localisation 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 keyway 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 HelpAge Ukraine

HelpAge has been operating in Ukraine since 2014, establishing an office in Kyiv and providing programmatic outreach in the Eastern region. Early in the crisis, HelpAge developed a remote management approach, building on an already established model following internal restructuring of HelpAge in 2021 and the Remote Management policy developed during the COVID-19 global pandemic in 2020. HelpAge in Ukraine relocated its main office from Kyiv to Lviv in April 2022 due to the conflict. Since phase 1 planning, we are now based in 4 locations in Ukraine, with offices in Kyiv, Lviv and Dnipro, as well as HelpAge staff based in Chernivtsi. Internal coordination including regular programme coordination meetings with country colleagues takes place on a weekly basis, to enhance coordination between offices and departments. In addition to open communication channels across HelpAge, there are internal Emergency Response Team (ERT) meetings held every two weeks, involving the three countries and the response team.

About the Job

The Age and Disability Technical Working Group is part of the Protection Cluster in Ukraine and will promote age and disability inclusion within the working group to ensure that the needs and concerns of older people are identified and addressed as the concerns related to older people and people with disabilities cuts across all sectors of the humanitarian response as part of a wider commitment to the delivery of impartial, needs based response.

Key areas for impact/influence and responsibilities

These outline the broad areas of responsibility in the role, in collaboration with the ADTWG Coordinator who is bringing together different inclusion actors to strengthen the Ukraine humanitarian response to better address the inclusion of older people and people with disabilities. This role as Age Specialist is in line with the ADTWG's ToR; the work plan for this post will shape and design specific activities that are relevant to raise the voice of older men and women, with and without disabilities in the Ukraine response. We want you to work creatively to deliver impact and respond to relevant opportunities. You will:

Coordination Role

- Assist the ADTWG Coordinator in coordinating and supporting the inclusion working group members to implement the activities in accordance with the jointly defined strategy.
- Promote the active engagement of interested humanitarian actors to include older people and people with disabilities in the response planning throughout the cluster mechanism.
- As part of the HelpAge Ukraine technical team, ensure the close collaboration and coordination of technical and advocacy (if relevant) with other Ukraine advisors e.g. Advocacy Advisor, Gender and Inclusion Advisor, Health Advisor, Protection and MHPSS Advisor to benefit from the cross

learning and technical field experiences which can be used to influence and strengthen the ADTWG and the Protection Cluster.

- Build strong relationship with other inclusion specialist working in the Protection and other cluster to mainstream age and disability across the humanitarian response e.g WHO and Humanity and Inclusion

Technical Role

- Map and assess inclusion of older people in the assessment and planning of humanitarian action.
- Develop suitable age inclusion tools and procedures in line with the Humanitarian Inclusion Standards, the local context and disseminate them to promote an overall inclusive response.
- Design and create relevant trainings and dispense them across the protection and other clusters and to relevant partners at field level.
- Provide technical inputs to documentation, training modules, tools and other resources produced by the Inclusion Technical working group.
- Work with other clusters (WASH, Health, Food Security etc) with the purpose of identifying and responding to the gaps in age and disability inclusive response and support with capacity strengthening on age and disability inclusion
- Identify focal points on age inclusion within the ADTWG and other cluster to strengthen the influencing of age and disability focused approaches.
- Take proactive responsibility by staying informed about development and good practices in age inclusion and mainstreaming.
- Closely monitor the local context and provide updates on contextual changes to promote informed decision making and create linkages with other clusters like WASH, Health etc.
- Promote the meaningful participation and involvement of older persons with and without disabilities including Older People Associations (OPAs) to make their voices heard.
- Support and monitor the data collection exercises, assessments, and surveys through promoting the use of a minimum of sex, age and disability inclusive tools.
- Share information and good practices on developing age inclusion programming or advocacy work.

Skills and experience

Required:

- Field and programmatic experience in humanitarian work in conflict/peacebuilding environments in a variety of contexts.
- Strong understanding of intersectionality analysis and age and gender transformative actions.
- Strong working knowledge of the humanitarian coordination system and humanitarian architecture and experience working with partners and other international stakeholders (UN, INGOs).
- Understanding of the social protection system in Ukraine.
- Protection and inclusion background including experience in inclusion of at-risk groups ideally in humanitarian context- and older people, and persons with disabilities.

- Good written and spoken English.
- Strong interpersonal and representation skills and previous experience of networking with other humanitarian organisations.
- Proven experience in capacity building.
- Ability to work in a fast paced and stressful environment.
- Fluent spoken and written Ukrainian and English.

Desirable:

- Previous experience of working in Eastern Europe and/or Ukraine.

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 organisations 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.
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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.

How to Apply

Interested candidates are encouraged to submit their cover letter and an updated CV (no longer than three pages) in English to hrua@helpage.org mentioning the name of the position that you are applying in the subject.

Attention! This vacancy is open for Ukrainian citizens or those with the right to work and live in Ukraine only. Applications will be reviewed on a rolling basis due to the urgent need to fill the role and only short-listed candidates will be contacted. If you do not hear from us within two weeks after the application deadline, please consider your application unsuccessful.