

AGE INCLUSION SPECIALIST/INCLUSION WORKING GROUP

Location	Lebanon with Travels
Department	Inclusive Humanitarian Action team
Reports to (Line Manager)	Response Manager Syria-Lebanon
Contract Type	The initial contract will be up to 11 months, renewable subject to funding availability.

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 Job

We are seeking a passionate, professional and experienced candidate to support our response in Lebanon, someone who thrives in collaborating with others (inside

HelpAge International and beyond) and who can work in agile ways and across boundaries.

This position will promote age and disability inclusion within the cluster system in Lebanon to ensure that the needs and concerns of older people are identified and addressed as part of a wider commitment to the delivery of an inclusive humanitarian response.

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. You will:

Coordination Role

- Promote the active engagement of interested humanitarian actors to include older people and people with disabilities in the response planning throughout the cluster mechanism.

Technical Role

- Analyze the Rapid Protection Assessment (RPA) findings to establish prioritization criteria under the established categories.
- 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 at the national level.
- 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 age inclusive tools.
- Share information and good practices on age inclusion.

- Provide technical support to local partner including designing age inclusive programmes, advocacy, training and more as needed.
- Perform any additional tasks as agreed upon with the line manager.

Skills and experience required

You will be someone with:

- 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).
- 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 organizations.
- Proven experience in capacity building.
- Ability to work in a fast paced and stressful environment.

Desirable

- Fluent spoken and written Arabic is preferred.
- Previous experience of working in Lebanon.

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.