
Job Description

Position	Project Coordinator
Reports to	Programme Manager
Direct Reports	Project staff as required
Job Family	Coordinator
Location	London

Our Purpose

The **Global Network of Civil Society Organisations for Disaster Reduction (GNDR)** was established in 2007. Since then GNDR has grown as the largest international network of civil society organisations working to strengthen resilience and reduce risk in communities worldwide. We are more than 1,200 organisations, many of them grassroots and local community groups as well as national, regional and international organisations and networks. We support the interface between civil society organisations at the frontline and local, national and international policy-making institutions and governance structures. GNDR members work together to amplify the voices of people most at risk and to influence policies and practices. We strengthen our capacities by creating knowledge, and through collaborative learning and action. Together our network is working to make an impact in over 120 countries.

Our Vision

A world in which everyone works together to strengthen the resilience of people most at risk and prevent hazards from becoming disasters

Strategic Objectives

GNDR has three mutually reinforcing objectives:

- Strengthen the collaboration, solidarity and mobilisation of civil society organisations
- Champion a localisation movement
- Strive for Risk-Informed Development

Purpose of the Secretariat

The GNDR Secretariat serves as a support entity to the membership operating through a global hub in London and regional hubs in Africa, Asia and Latin America. The GNDR Secretariat is legally constituted as a UK charity with the main responsibilities of facilitating the development, coordination and implementation of strategy, work plans and budgets, including supporting the mobilisation of adequate resources.

Main purpose of the role

The Project Coordinator, as a member of the secretariat team, is responsible for coordinating the implementation of one or more donor funded projects, including coordination and monitoring project activities and budgets; maintaining relations with project partners; and producing donor reports; capturing and disseminating learning and advocacy. This could include projects on disaster displacement, disaster risk reduction and urbanisation, and community-based disaster risk management, amongst others.



Position in Organisation

- Responsible to the Programme Manager
- Part of the Secretariat team and active participant in cross-team working
- Works in close collaboration with GNDR members and project partners.

Overall Scope of the Role

- Project Coordination
- Donor Coordination
- Project Partners
- Advocacy
- External Representation
- Team Management

Specific Responsibilities

1. Project Coordination

- Coordinate the implementation of project activities to achieve project goals and objectives, including designing and implementing relevant indicators, monitoring and evaluation systems and frameworks (baseline surveys, expenditure tracking and impact assessment methodologies) in addition to supporting project reviews in accordance with GNDR and donor requirements.
- Conduct regular monitoring visits to project partners to review progress, quality, and beneficiary feedback and advice and support partner staff with the identification and solution of technical issues.
- Participate in project evaluations and assist in the analysis of results.
- Delegated responsibility for sector project budgets: ensure project budgets are scheduled, a procurement plan is drawn up, monitor expenditure to budget and identify any corrective actions required.
- Oversee regular project learning reviews to identify learning, disseminating to partner and GNDR staff and adopt learning into action plans to improve project implementation.

2. Donor Coordination

- Support the Fundraising Coordinator in the writing of project proposals (narrative, log frame, activity schedule and budget) for submission to donors.
- Prepare and disseminate regular activity updates and progress monitor reports, and prepare timely donor and partner reports.
- Review and monitor monthly donor project budgets vs expenditure reports, identifying areas of concern and corrective actions
- Support the Finance Manager in the preparation of project expenditure reports for submission to donors

3. Project Partners

- In collaboration with the Regional Development Coordinators identify and mobilise appropriate national and local implementing partners
- Establish and maintain contractual relationships, MoUs with project partners, consultants and advisors.
- Undertake due diligence assessments of project partners to assessment and monitor compliance to donor and GNDR standards.
- Provide advice and guidance to partners on project implementation

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- Review and feedback on project partner progress reports both narrative and financial
 - Provide or arrange training for project partners on issues of good practice, donor contract and needs identified in monitoring and compliance visits.

4. Advocacy

- Support national / regional evidence-based advocacy and campaigns
- Support GNDR advocacy staff in policy lobbying and campaign activities at global, regional and national levels.
- Assist in writing up case studies / video material / website pages / etc.
- Assist with GNDR organisational learning and knowledge sharing activities

5. External Relationships and Representation

- Develop and maintain good working relationships with GNDR staff, global board, membership, advisors, consultants and volunteers
- Develop and maintain strong working relationships with GNDR external stakeholders, including governments, UN agencies, development banks, media, institutional donors
- Support in the organising and participate in international, regional and national events, seminars, workshops and conferences as appropriate
- As required represent GNDR at relevant meetings, working groups and conferences

6. Team Management (as required)

- Identify and recruit appropriate project coordination team
- Develop and model a team culture characterised by a shared understanding of GNDR's vision and strategy and commitment to values.
- Lead the project coordination team, ensuring clarity over plans, budgets and priorities, providing supervision, guidance and mentoring, encouraging effective teamwork and inclusiveness.
- Implement GNDR's performance management policy with direct reports, with objective setting, probationary reviews, regular catch ups, 6-monthly performance appraisals, development planning and exit interviews, carried out for staff, and take appropriate remedial action to address areas of poor performance.

Person Specification

Job: Project Coordinator

ATTRIBUTE/ SKILL	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelor's Degree in a relevant subject (eg international development) • Proficiency, written and spoken, in English 	<ul style="list-style-type: none"> • Masters Degree in a relevant subject • A postgraduate qualification in project management
EXPERIENCE	<ul style="list-style-type: none"> • Relevant experience in disaster risk management and project implementation • Experience of working in civil society organisations • Experience of working with donors and UN bodies • Knowledge of DRR policy monitoring mechanisms • Experience in preparation of donor project reports / budgets 	<ul style="list-style-type: none"> • Experience of managing and implementing international development projects • Understanding of Hyogo / Sendai Framework
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Ability to think, plan, prioritise and organise in a clear and structured way • Flexibility and problem solving ability to work in a flexible, dynamic environment • Strong team player with good interpersonal skills • Knowledge of project monitoring methodologies and tools • Ability to communicate clearly orally and in writing • Good ICT and computer skills • Willingness to learn and open to new ways of working 	<ul style="list-style-type: none"> • Appreciation of project management tools and frameworks • Proficiency, written and spoken in either French or Spanish
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Comfortable in cross cultural communication with people from different backgrounds • Committed to GNDR's values • Ability to work in a small team in an office environment • A calm, confident and welcoming manner • Good organisational and effective time management skills • Able to take initiative, work under minimal supervision and be flexible / adaptable • Able to travel overseas, at short notice if required 	<ul style="list-style-type: none"> • Appreciation of GNDR's values and principles



INFORMATION FOR APPLICANTS

Only candidates who are currently eligible to reside and work within the UK should apply.

START DATE: As soon as possible. Position will be held open until filled.

CONTRACT TYPE: Contract will be offered on a fixed-term full-time basis subject to available funding and satisfactory completion of six-month probationary period.

OFFICE HOURS: 35 hour working week within the office hours of Monday to Friday 9:00am -5:00pm with one hour lunch. Flexible working arrangements are possible.

ANNUAL LEAVE: 25 days pro-rata basis plus statutory bank holidays, plus additional year end days at the discretion of the Executive Director

PROBATION: 6 months' probationary period with 3 months' mid-term review.

SALARY: in the range of £35,000-£40,000 dependant on experience

TO APPLY: To apply for this position all applicants should send a cover letter and CV to jobs@gndr.org with subject line referencing the role title. Phone/Skype and/or Face-to-Face interviews will be arranged for short-listed candidates on a rolling basis. Only candidates selected for the interview will be contacted. Position will be held open until filled.



GNDR
Global Network of Civil Society
Organisations for Disaster Reduction