
Job Description

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| Position | Regional Coordinator |
| Reports to | Regional Lead |
| Direct Reports | None |
| Job Family | Coordinator |
| Location | Subregional Hub |

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 Regional Coordinator as a member of the secretariat team is responsible for all activities in the subregion, including the development, support and management of membership; knowledge management; supporting project management and fundraising; and advocacy and influencing of policy makers.



Position in Organisation:

- Responsible to the Regional Lead
- 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:

1. Membership Mobilisation and Engagement
2. Knowledge management
3. Advocacy and Influencing
4. Project management
5. Fundraising
6. Regional Management

Specific Duties:

1. Membership Mobilisation and Engagement

- Active recruitment of new members working in DRR in the subregion, supported by the Team Lead, Board and Regional Advisory Group members
- Deal with general enquiries and provide advice and support to members on network issues
- Assist the Membership Support Coordinator with the administration of registration
- Maintenance of GNDR regional membership databases and groups on the Community Platform
- Lead on organising periodic subregion membership meetings, conference calls and seminar with regional members
- Provide technical assistance and support to members for GNDR programmes and activities in accordance with GNDR strategy and annual work plans
- Actively promote member capacity strengthening through member to member collaboration and member-led initiatives, including enhancing collaboration via GNDR's online Community Platform (Salesforce).
- Assist with the strengthening of regional / national DRR networking capacities and infrastructure, particularly in countries / regions with under-developed infrastructure
- Liaise with regional members on ideas / suggestions for continued enhancement of GNDR network and other regional / national networks, platforms and alliances
- In close consultation with the Membership Support Coordinator, ensure proactive communications and feedback between secretariat and membership
- Assist in the planning, organisation and coordination of global GNDR events, conferences and seminars
- Support Regional Lead to organise interactions with the Regional Board representative and Regional Advisor Group members

2. Knowledge Management

- Contribute to the gathering, analysis, collation, preparation and dissemination of

periodic regional updates, briefing notes and progress reports relevant to the regional context and/or priorities / concerns of GNDR members

- Support members to share ideas, experiences, learning and good practice within the subregion and globally
- Strengthen linkages between members and regional-based academia and research institutions
- Support peer-to-peer exchanges, regional study tours, action research and similar activities
- Responsible for gathering, developing, and collating GNDR's knowledge base on a designated GNDR "Risk Driver" or thematic area, drawing information from GNDR and secretariat and members, and disseminating learning, good practice, case studies, brief papers to members, peer agencies, academic institutions, and UN and Government departments
- Represent GNDR at regional and global level events relevant to the designated Risk Driver or thematic area
- Provide advice and guidance to secretariat staff and members at a global level on the designated GNDR "Risk Driver" or thematic area, including inputting into proposal submissions

3. Advocacy and influencing

- Position GNDR as a leading Risk-Informed Development network working with civil society organisations dealing with issues of localisation, disaster risk reduction, resilience and sustainable development.
- Identify, develop and maintain strong working relationships with regional-based stakeholders, including national governments, UN agencies, institutional donors, development banks, media, partner organisations and networks
- Representation of GNDR in regional and national events, seminars, workshops and conferences
- In consultation with Policy Lead support the coordination and implementation of national / regional evidence-based research, advocacy and campaigns
- Support GNDR Policy staff in lobbying and campaign activities at global, regional and national levels.

4. Project Management

- Support the Regional Lead in the management of donor-funded contracts for the subregion, including due diligence, ensuring, and collation and preparation of progress reports (narratives and financial) for donors, with support from the Fundraising Coordinator and Project Coordinator
- Support the Project Coordinator in the monitoring of donor projects, including progress of project partner activities
- As appropriate support the coordination and implementation of GNDR global programmes and initiatives e.g. Views from the Frontline; global advocacy campaigns

5. Fundraising



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- In collaboration with the Fundraising Coordinator research and identify funding opportunities and develop relationships with regionally-based institutional donors, trusts and foundations
 - In collaboration with the Fundraising Coordinator and relevant members develop and submit high quality funding applications to potential donors at national / regional levels, either through GNDR or direct from members or member-led consortia
 - Support capacity development of members, regional-based CSO networks and platforms to enhance fundraising potential.

6. Regional Management

- Support the Regional Lead in the development, implementation, monitoring and reporting of subregion operational plans and budgets
- Support the Team Lead in manage hosting arrangements for the subregional office, including MOUs, budgets and contracts
- As appropriate. ensure the wider Secretariat are kept informed of subregional developments, opportunities, concerns and challenges

Person Specification

Job Title: Regional Coordinator

| ATTRIBUTES / SKILLS | ESSENTIAL | DESIRABLE |
|-----------------------------------|---|---|
| EDUCATION / QUALIFICATIONS | <ul style="list-style-type: none"> Bachelors Degree in a relevant subject (eg international development) | <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"> Substantial experience of working internationally in development or humanitarian response Experience in disaster risk management activities Experience of implementing advocacy initiatives Experience of working in civil society organisations Experience of working with governments, UN bodies, institutional donors and inter-governmental bodies Experience of working in civil society networks, umbrella organisations or coalitions Experience in implementing capacity strengthening initiatives for civil society organisations | <ul style="list-style-type: none"> Understanding of the Sendai Framework; Paris Agreement; and SDGs |
| SKILLS/ ABILITIES | <ul style="list-style-type: none"> Proficiency, written and spoken, in English Strong networking and influencing skills Strong group facilitation skills Appreciation of individual and organisational learning and development tools 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 Willingness to learn, open to new ways of working Ability to communicate clearly orally and in writing Good ICT skills | <ul style="list-style-type: none"> Proficiency, written and spoken, in the major languages for the subregion (French or Spanish) Appreciation of social media tools, methods and technologies |
| PERSONAL QUALITIES | <ul style="list-style-type: none"> Appreciation of GNDR's values and principles Comfortable in cross cultural communications A calm, confident and welcoming manner Good organisational and time management skills | |



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| | <ul style="list-style-type: none">• Able to take initiative, work under minimal supervision• Able to travel overseas, at short notice if required• Conscientious, honest, empathy with GNDR values | |
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GNDR
Global Network of Civil Society
Organisations for **Disaster Reduction**

INFORMATION FOR APPLICANTS

Only candidates who are currently eligible to reside and work within the allocated country 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: 33 leave days pro-rata basis including statutory public 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: TBC

TO APPLY: To apply for this position all applicants should send a brief 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 interview will be contacted.