
Job Description

Position	Senior Regional Lead
Reports to	Executive Director
Direct Reports	Regional Coordinator(s), Regional Operations Officer, Project Coordinator(s)
Job Family	Team Lead / Head
Location	TBC

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 Senior Regional Lead, as a member of the Senior Leadership Team (SLT) and wider secretariat team is responsible for all activities in the designated region, including: oversight



of membership support; supporting the election and strengthening of the Board and Regional Advisory Groups; design of donor proposals; implementation and monitoring of regional projects and activities with members and project; coordination of global level projects; advocacy and influencing initiatives; and ensuring operational capacity of GNDR in the region and compliance to GNDRs policies and procedures.

Position in Organisation:

- Responsible to the Executive Director
- Leads the staff in designated region, directly managing the Regional Coordinator(s), and Regional Operations Officer, and global level Programme Coordinator(s)
- 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:

- Fundraising
- Mobilise & support members
- Regional Project Management
- Global Project Management
- Policy, Research, Advocacy and Influencing
- Finance/compliance (systems, policy, audit, statutory)
- Global lead for a “risk driver”
- Line management

Specific Responsibilities:

1. Fundraising

- Contribute to the development of the corporate funding plan to ensure a sustainable financial base for the implementation of GNDR strategy and annual plans for the region
- Responsible for the identification and building of strong relationships with institutional donors, trusts and foundations at regional and national levels
- Identify and develop strategic partnerships and coalitions with key stakeholders in order to form consortia to access funding
- In collaboration with the Fundraising Coordinator prepare concept notes, proposals, budgets and grant applications to institutional donors, trusts and foundations within for activities in the region and contribute to global submissions
- Provision of capacity development inputs for key members to improve their fundraising

2. Mobilise and Support Members

- Collaborate with the Membership Engagement Coordinator for the recruitment of new members
- Support in the election of Global Board members from the Region and Regional Advisory Group members
- Establish and maintain functioning Regional Advisory Groups in consultation with the

Executive Director

- Collaborate with the Membership Engagement Coordinator to maintain strong two-way flow of information across membership to support the outworking of the corporate strategy and regional priorities
- Facilitate the collaboration within and across regions to outwork GNDR programmes and activities undertaken by members
- Undertake needs/capacity assessments of members and relevant regional / national civil society networks, associations and alliances to implement Risk-informed Development activities
- In collaboration with members and Head of Strategy and Development, develop materials and training resources to strengthen the capacity of members in Risk-informed Development
- Implement workshops, trainings and events at regional and country level to support the outworking of GNDR objectives with and through members
- Strengthen of members DRR capacity (strategy; leadership/management; governance; communications; resource mobilisation; membership services; knowledge management; etc)
- Encourage members to participate in relevant intergovernmental and non-governmental workshops / events at global, regional, national level
- Support the wider secretariat to assist in the planning, organising and coordination of global level GNDR and stakeholder events, conferences and seminars
- Encourage and facilitate member to member support and member-led capacity strengthening

3. Regional Project Management

- Responsible for the development, implementation, monitoring and reporting of regional operational plans, projects and associated budgets
- Oversee the management and implementation of a portfolio of donor funded contracts and grants for the region, ensuring appropriate contractual arrangements with donors, partners, suppliers and consultants
- Coordinate and oversee the management and implementation of any global projects related to the designated Risk Driver
- Identify and develop new opportunities for future programmes and projects
- Preparation and dissemination of regular activity updates and progress reports to relevant stakeholders, including timely preparation of donor and partner reports

4. Global Project Management (upto 50% of time)

- Support the Fundraising Coordinator in the design and submission of any global level projects
- Oversee the coordination of the management and implementation of global level donor funded contracts and grants ensuring Regional Teams deliver agreed objectives on budget and time, to expected quality and good practice, and within the donors terms and conditions
- Oversee Project Coordinators in the monitoring of global level projects and the

preparation and dissemination of regular activity updates and progress reports to relevant stakeholders, including timely preparation of donor reports

5. Policy, Research, Advocacy and Influencing

- Assist in the positioning GNDR within the region as a “leading movement” pursuing risk-informed development and mobilising the CSOs networks
- Establish and maintain strong working relationships with regionally-based stakeholders and allies, including national and local governments; UN agencies; institutional donors; development banks; networks; academic and research bodies; media; and partner NGOs.
- Work with members and project partners to inspire, develop, and mobilise them for advocacy
- In collaboration with the Policy Lead, members, and allies identify advocacy issues, develop position statements and briefing papers, and oversee advocacy initiatives at regional and country levels
- Support the establishment of new regional / national networks and platforms

6. Finance/compliance (systems, policy, audit, statutory)

- In collaboration with Head of Operations, manage hosting arrangements for regional offices to provide HR, logistics and financial services to ensure operationality, including MOUs, budgets and contractual arrangements
- Ensure GNDR meets statutory requirements for its presence and activities in the country of operation
- Support the Head of Operations to undertake the corporate annual audit
- Ensure GNDR’s policies, management practices and reporting procedures are fully implemented within the region

7. Global Lead for a “Risk Driver”

- 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

8. Team Management

- As a member of the Senior Leadership Team, assist with the overall coordination, management, development, and representation of the Secretariat team
- Develop and model a team culture characterised by a shared understanding of GNDR’s vision and strategy and commitment to values.

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- Lead the designated Regional Team and global level Project Coordinators, 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 Title: Regional Lead

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"> • Substantial professional experience in programme management and implementation of large scale institutional donor fund programmes • Experience of working with governments, institutional donors and inter-governmental bodies • Experience of working internationally in development or humanitarian response • Experience of working in networks, umbrella organisations or coalitions • Experience in designing and implementing projects funded by institutional donors • Experience in implementing capacity strengthening programmes 	<ul style="list-style-type: none"> • Understanding and experience of working on disaster risk reduction / resilience / sustainable development activities
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Strong Project Cycle Management knowledge and skills • Good people management skills • Ability to think, plan, prioritise and organise in a clear and structured way under time constraints • Flexibility and problem solving ability to work in a flexible, dynamic and fast-changing environment • Strong team player with good people management skills • Financial management skills including budgeting and accounting methods • Ability to communicate clearly orally and in writing • Good ICT skills and understanding of multi-media developments • Willingness to learn and promote new skills and new ways of working 	<ul style="list-style-type: none"> • Fluent in other languages, preferably Spanish and French • Appreciation of social media developments, methods and technologies
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Good interpersonal manner and comfortable in cross cultural communication with people from different backgrounds • Committed to GNDR's values • Committed to working as part of a small team • A calm, confident and welcoming manner • Capable of working effectively in a high pressure and dynamic environment • Concerned about giving attention to detail • Able to take initiative, work under minimal supervision and be flexible • Able to travel internationally at short notice 	<ul style="list-style-type: none"> • Understanding of GNDR's value system and work



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.