



DETAILS OF ROLE		
Role title	Programme Quality, Accountability & Learning Officer	
Reports to	Programme Quality, Accountability & Learning Manager	
Direct reports	None	
Directorate & Team	Programmes and Accountability	
Contract type	Permanent & full time, subject to a 3-month probationary period	
Location	17-21 Wenlock Road, London, N1 7GT	
Salary	Circa £36 000 per annum	Grade 4/ Zone 1

This job description is a guide to the nature of the work required of the position at the DEC and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required as the DEC learns and evolves in response to global emergencies.

Who we are and what we do

The Disasters Emergency Committee (DEC) is a unique and dynamic membership organisation which comprises 15 of the UK's leading humanitarian agencies: ActionAid, Action Against Hunger, Age International, British Red Cross, CAFOD, CARE International, Christian Aid, Concern Worldwide (UK), Islamic Relief Worldwide, International Rescue Committee UK, Oxfam GB, Plan International UK, Save the Children, Tearfund and World Vision.

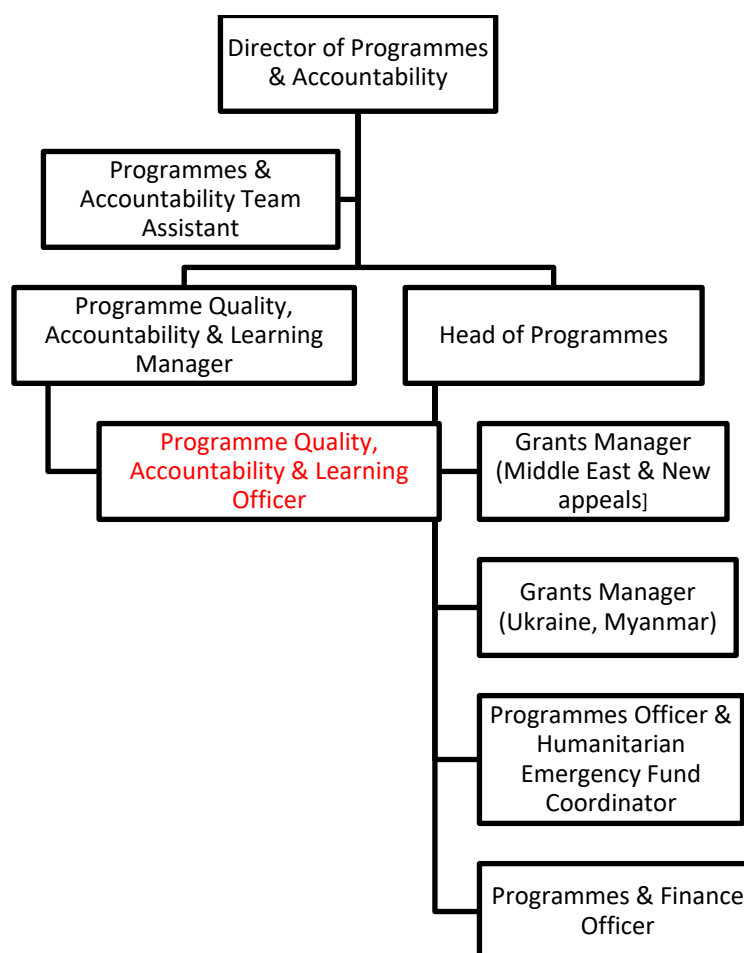
Since it was founded in 1963, the DEC has run over 79 fundraising appeals and raised more than £2.5 billion to help save lives and protect livelihoods in disaster-affected communities around the world.

The DEC launches appeals when there is a humanitarian emergency of such magnitude to warrant a national UK response. DEC fundraising appeals benefit from unique corporate partnerships through our Rapid Response Network and the combined expertise of our member agencies, resulting in wide reaching appeals across high profile TV, radio, and an increasing number of digital channels.

Most DEC funds are raised over an intensive two-week period following a disaster. Appeal funds are specifically for overseas humanitarian work and are normally spent over a two or three-year response period. An important part of the DEC's remit is in learning, accountability and sharing information.

The DEC Secretariat is funded by contributions from its 15 member agencies and a range of core cost funders, and is responsible for the day-to-day running of the DEC. There are currently 41 staff and a small number of dedicated volunteers, working together to promote the strategic values of collaboration, accountability & transparency, learning, humanitarian, and impartiality.

Department or Team Structure



The department is supported via consultancy expertise for Safeguarding, MEAL & Environmental sustainability.

Purpose of the role

This role will directly contribute to the learning and growth of the DEC and its 15 members, so that they are better able to respond to humanitarian emergencies and provide timely, quality assistance that centres communities affected by crises.

Alongside this, the post holder will play a key role in the shaping the DEC's ongoing efforts to, alongside our members, influence the wider sector on key policy agendas, such as climate adaption, flexible funding for humanitarian action, and more locally led humanitarian responses.

The post holder will oversee a range of monitoring, evaluation, accountability and learning activities (see DEC Accountability Framework, below) that the DEC undertakes with its 15 member agencies, working very closely with member staff and research teams to set up projects, build relationships, and coordinate activities in all current (Myanmar, Palestine, Lebanon, Syria, Turkey and Ukraine) and future appeal locations.

DEC ACCOUNTABILITY FRAMEWORK

The DEC Accountability Framework (DECAF) encompasses activities that build learning, improvement, and an explicit focus on accountable, quality programming into all DEC funded responses. The framework consists of four pillars:



All activities are underpinned by the **Core Humanitarian Standard**

RESPONSIBILITIES: Key Objectives, Responsibilities & Competencies

Appeal Specific Monitoring, Evaluation and Learning Activities

- Regular monitoring of humanitarian crises around the world to assess eligibility for a DEC appeal; providing updates and reports to whole organisation on humanitarian situations.
- Technical maintenance and improvements to reporting templates in all current and future appeals. Review of components of member submissions that are relevant to PQAL.
- Setting up and overseeing key learning activities over the appeal cycle, such as Real-Time Response Reviews, Community Perception Surveys, Post-Appeal Reviews, and member evaluations. This includes co-leading on the selection of research teams, contributing to the research design and implementation, setting up workshops, reviewing written outputs, supporting with the dissemination of findings, and collating management responses from members detailing how they will action the recommendations.
- Help to oversee the DEC's Collective Initiatives and Shared Services portfolio (currently over £15,000,000) across active appeals, including identifying priority areas, involvement with the selection of projects, the review of reports, and facilitating ongoing learning.

Cross Cutting Accountability and Learning Activities

- Key oversight on a range of research projects and reviews into topics outlined in the DEC research and learning agenda, recent projects have covered Flexible Funding, Partnership Practices, and Humanitarian Responses to Heatwaves.
- Working with the DEC Climate and Environment lead to help members to achieve their climate and environment targets, this includes analysis of member submissions, one-on-one calls to identify opportunities and challenges, and setting up learning events.
- Lead on the design and set up for regular learning events and workshops for DEC members, partners and the wider sector (approx. 6-10 events per year, with up to 100 attendees), including at conferences and other external events.
- Lead on internal reviews of key topics outlined in the Research and Learning Agenda reviewing MEAL outputs and research and learning reports produced in prior appeals to draw out key trends and learning.
- Play a key role in ongoing efforts to digitise the DEC's reporting system.

Communication and Stakeholder Relations

- Liaising with external stakeholders related to MEAL activities, building and managing relationships with members, researchers, and other organisations.
- Acting as the key focal point for members' and partners' queries on issues related to MEAL.
- Representing the DEC at relevant working groups, external meetings, and conferences. Preparing presentations and technical support for meetings, updating the MEAL programmes overview with progress on activities, and updating the Research & Learning webpage.
- Deputising for PQAL Manager where necessary.

Competencies	Level & Descriptor	Demonstrable descriptors
1. Delivering Quality Results	B Demonstrates excellent project management skills.	<ul style="list-style-type: none"> ➤ Demonstrates systematic approach and excellent project management skills to agreed timescales (timelines, targets, donor requirements). ➤ Makes sound decisions within remit of own role. ➤ Sets realistic deadlines and goals for self and team.
2. Planning	B Is aware of others' activities and vice versa in planning activities; works on multiple projects simultaneously.	<ul style="list-style-type: none"> ➤ Takes account of team members and others workload when planning. ➤ Maintains awareness of impact on other parts of the organisation, keeping abreast of other's activities, objectives, commitments and needs. ➤ Has a good understanding of the sector in which the DEC operates
3. Analytical and Innovative Thinking	A Gathers information and identifies problems effectively.	<ul style="list-style-type: none"> ➤ Interprets basic written information. ➤ Pays attention to detail by identifying and correcting errors. ➤ Recognises problems within their remit. ➤ Uses appropriate methods for gathering and summarising data.
4. Communications	B Fosters two-way communication and adapts communications effectively.	<ul style="list-style-type: none"> ➤ Maintains constructive, open and consistent communication with others. ➤ Resolves minor misunderstandings and conflicts effectively. ➤ Communicates equally effectively at all organisational levels as well as external stakeholders (suppliers, partners and member agencies) ➤ Tailors communication (content, style and medium) to diverse audiences.
5. Team Working and Collaboration	A Works effectively as team player.	<ul style="list-style-type: none"> ➤ Knows their stakeholders and their requirements well. ➤ Respects and listens to different views/opinions. ➤ Is proactive in providing and seeking support from others. ➤ Gives and receives constructive criticism.

Competencies	Level & Descriptor	Demonstrable descriptors
6. Leading and Motivating	A Open to learning and responds positively to feedback.	<ul style="list-style-type: none"> ➤ Actively manages own development and performance positively. ➤ Builds capacity of colleagues by sharing knowledge (induction) and acting as induction 'buddy' when asked. ➤ Open to learning new things. ➤ Responds positively to feedback from others. ➤ Learns lessons from successes and failures.
7. Resilience	B Remains professional under external pressure	<ul style="list-style-type: none"> ➤ Able to adapt to changing situations effortlessly. ➤ Remains constructive and positive under stress and able to tolerate difficult situations and environments. ➤ Learns from own successes / mistakes. ➤ Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems and supports others to do the same.

PERSON SPECIFICATION			
Criterion and descriptors		Essential	Desirable
Knowledge / Experience	<ul style="list-style-type: none">• Strong understanding of humanitarian crises globally; alongside a detailed knowledge of humanitarian principles, programming, and how the sector operates.	E	
	<ul style="list-style-type: none">• Knowledge of different areas of humanitarian programming (WASH (Water, Sanitation & Hygiene), Health Protection, Education etc).	E	
	<ul style="list-style-type: none">• Good understanding of Monitoring & Evaluation frameworks and methodologies used to monitor programmes and measure outcomes.	E	
	<ul style="list-style-type: none">• Good understanding and interest in key policy areas within the humanitarian system such as localisation, quality funding, accountability to affected populations, and adaptation to climate change.	E	
	<ul style="list-style-type: none">• Good understanding of accountability to affected populations (AAP) mechanisms; working knowledge of the Core Humanitarian Standard (CHS) an advantage.	E	

Knowledge / Experience	<ul style="list-style-type: none"> • A demonstrated commitment to promoting safe, accountable humanitarian responses that improve based on learning. • Work experience in the international humanitarian/development/charity sector for an NGO, UN Agency or similar. 	E	
Qualifications	<ul style="list-style-type: none"> • A graduate level (preferably post-graduate) qualification in a relevant discipline. 	E	
Skills	<ul style="list-style-type: none"> • Experience with monitoring, evaluation, and research design/implementation, preferably gained in a humanitarian and/or development context. • Ability to thoroughly check and clean large datasets, as well as analyse quantitative and qualitative data. • Clear and confident communicator both orally and in writing [in English], with the ability to quickly synthesise information, and adapt style for different audiences. • A demonstrated commitment to promoting safe, accountable humanitarian responses that improve based on learning • High attention to detail and accuracy in processing and presenting information. • Knowledge of and proven experience with standard computer software packages (including Microsoft Word, Excel, PowerPoint), experience with additional software such as SPSS, Nvivo, ATLAS, MAXQDA, GIS and graphic design software is highly desirable. • Ability to engage with stakeholders at varying levels and to facilitate consultation and feedback processes. 	E	
Secretariat culture and mind set	<ul style="list-style-type: none"> • Ensure DEC's values are integral to and are upheld, throughout your DEC journey. • Open to effective, personalised support for managing a healthy work-life balance. • Acute self-awareness, maintaining behaviour and conduct of the highest standards of professionalism and respect as an ambassador for the DEC. • Actively contribute to make the DEC a diverse and equitable workplace through inclusive practice and openness to different perspectives, cultures, and ideas. • Embrace the working culture of a progressive learning and demanding humanitarian secretariat, seeking insight and using problems as opportunities to learn. 		