



- Job title:** Programmes and Accountability Assistant
- Working base:** DEC Secretariat Office, 43 Chalton Street, London NW1 1DU
- Reporting to:** Monitoring, Evaluation, Accountability and Learning Manager
- Direct reports:** None
- Salary:** £22,000 per annum pro rata
- Contract status:** Full-time, two-year fixed term (part-time can be negotiated)

Introduction

The Disasters Emergency Committee (DEC) is a unique and dynamic membership organisation which comprises 13 of the UK's leading humanitarian agencies: ActionAid, Age International, British Red Cross, CAFOD, CARE International, Christian Aid, Concern Worldwide (UK), Islamic Relief Worldwide, Oxfam, Plan International UK, Save the Children, Tearfund and World Vision.

Since it was founded in 1963, the DEC has run over 60 fundraising appeals and raised more than £1.4bn 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.

The majority of 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 member agencies and is responsible for the day-to-day running of the DEC. There are currently 18 permanent staff and a small number of dedicated volunteers, working together to promote the values of dynamism, openness, collaboration, empowerment and innovation.

Role purpose

The purpose of this role is two-fold: assist the Programmes and Accountability Team (P&A Team) with day to day tasks across the humanitarian programme portfolio; and deliver results on several data-collection and administrative areas of work as assigned by the Director of Programmes and Accountability. The role is focused on three main areas of work:

1. Research and data analysis, including monitoring of key humanitarian indicators (25%)
2. Programme support activities and key internal management processes during and outside appeals (35%)
3. Administrative and logistical support to the P&A Team (40%)

As an integral part of the team, the post-holder shares responsibility in facilitation of knowledge sharing and communication of key programme and accountability updates with other Secretariat colleagues and external stakeholders as required.

Reporting to the MEAL Manager, the post-holder will work closely with the Programmes and Finance Officer who will also assign and supervise specific tasks.

Key responsibilities

Data collection and analysis

- Keep abreast of changing humanitarian contexts/crises and track key humanitarian indicators.
- Input data into appeal-specific infographics and draft humanitarian crisis updates.
- Undertake analysis of quantitative and qualitative information from members' reports as and when required, including to inform performance monitoring and support the triennial membership review.
- Undertake research and analysis using appropriate tools with the aim of generating summaries on specific topics.
- Contribute to ongoing projects and tasks, including collection of primary data, interviews, data analysis and preparing brief reports.

Appeal and programme milestones coordination

- Set up and maintain appeal reporting schedules.
- Manage the printing, filing and tracking of members' reports.
- Draft grant Letters of Agreement for DEC fund allocations.
- Tailor programme-specific templates and set up filing and tracking systems such as Box review/response tracker sheets and consolidated finance templates.
- Assist with Box tasks such as PDF/lock approved reports.
- Set up the integrated calendar for monitoring, evaluation and learning activities across DEC-funded programmes.

Administrative support

- Set up and maintain accurate contact lists and email distribution lists.
- Support the organisation of meetings such as set up/monitor Doodle polls, provide support with preparing and printing meeting papers, take and disseminate minutes.
- Develop field visit schedules and make logistical arrangements for team members and external consultants, including booking travel and accommodation.
- Assist in identification of consultants and other service providers and draft related contracts.
- Facilitate processing of expense claims and other payments in a timely manner following financial procedures.

General tasks

- Liaise and network with relevant stakeholders including attending meetings on behalf of DEC and providing short meeting summaries for distribution within the team.
- Provide other team-wide support in the build up to and during appeals.

- Perform other related duties that assist with the efficient functioning of the team.

Working hours and travel

The post-holder may on occasions be required to work additional hours in response to an emergency, events held outside office hours or to extra workload. Where possible, notice of this will be given and TOIL (time off in lieu) is available. Occasional UK travel and overseas visits may be required.

Person Specification

The Programmes and Accountability Assistant will be selected against a robust set of competencies. Candidates will be required to demonstrate experience and achievement against the majority of the following areas:

	Essential
Education / Qualifications	<ul style="list-style-type: none"> • A graduate degree in relevant discipline or by experience • Active knowledge of and interest in disaster relief
Experience	<ul style="list-style-type: none"> • Previous work experience in the non-profit sector or the international development research environment • Record of producing high quality written documents in a short period of time and for different audiences • Relevant administrative support experience in a fast-paced environment • Numerate, with some basic budgeting experience
Skills / Competencies	<ul style="list-style-type: none"> • High attention to detail and accuracy when using different data • Excellent research skills and ability to analyse and present data into coherent reports • Effective time management of significant workload and consistent delivery against tight deadlines • Confidence to work effectively with colleagues both inside and outside a small office team • Ability to work on own initiative and under minimal supervision, to accept responsibility and to respond with flexibility to complex and evolving problems • Strong communicator with excellent English writing skills • Strong technical ability with all usual computer software packages, in particular Excel and PowerPoint • An understanding of and a commitment to the mission and values of DEC

Desirable:

- Prior experience with data research and visualisation software, e.g. Nvivo and Tableau
- Familiarity with monitoring and evaluation frameworks