

AT OXFAM, WE **WON'T** LIVE WITH POVERTY.

Together we can end extreme poverty for good. Will you join us?

PARTNERSHIP AND LOCAL HUMANITARIAN LEADERSHIP HSP

GLOBAL HUMANITARIAN TEAM

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks.



Shaping a stronger Oxfam for people living in poverty.

ABOUT OXFAM

Oxfam is a global movement of people who won't live with the injustice of poverty. Together we save and rebuild lives in disasters. We help people build better lives for themselves. We speak out on the big issues that keep people poor, like inequality, discrimination against women and climate change. And we won't stop until every person on the planet can live without poverty.

OUR VALUES

All our work is led by three core values:

Empowerment. Everyone, from our staff and supporters to people living in poverty, should feel they can make change happen.

Accountability. We take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions.

Inclusiveness. We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences.

THE GLOBAL HUMANITARIAN TEAM PURPOSE

The GHT has designated responsibilities to support, coordinate and lead humanitarian policies and actions to reduce the impact of, prepare for and respond to crises, harnessing the resources of the whole Oxfam confederation to deliver support for Oxfam's strategic plan.

The GHT works across Oxfam, in particular with Oxfam country teams, and others to maximise the quality and impact of Oxfam's humanitarian programme by

- Delivering rapid, safe and high-quality emergency scale up capacity.
- Supporting programme strategy, operational design, humanitarian preparedness and response.
- Capacity building across Oxfam and partner organisations.
- Supporting the gathering of evidence to enable learning, innovation and advocating for change across the sector.
- Working with Campaigns and Policy to influence for greater respect of the basic rights of crisis affected men and women.
- Working closely with affiliates in their roles as EAs, Pas, response work in media and policy for the best interests of the humanitarian programme as part of the One-Oxfam programme.

THE HUMANITARIAN SUPPORT PERSONNEL TEAM PURPOSE

To respond effectively and rapidly to major emergencies anywhere in the world, and enable communities to become more resilient to future shocks and stresses. As a Humanitarian Support Personnel (HSP) you will be a member of a large, dynamic, experienced, multi-sector team of first-

class specialists. The team spans a variety of technical humanitarian fields including emergency food security and vulnerable livelihoods (EFSVL), WASH, Protection, Gender, Policy, MEAL (monitoring, evaluation, accountability, and learning) and support roles including ICT, logistics, and finance. HSPs are deployed from their home base to a variety of roles in regional and country programmes from a few weeks to up to approximately 6 months.

JOB PURPOSE

Be accountable for ensuring community participation shapes programme decisions, actively seek a partnership approach and worked following feminist principles including strong awareness of power dynamics.

CORE DETAILS

Location: Roving role deployable worldwide. Home-based when not deployed.

Our package: £32,984 - £44,589 net per annum.

One Oxfam Grade: B2

Contract type: Open ended

Hours of work:



This is a full-time role; however, Oxfam offers various flexible arrangements which candidates can discuss with the Recruiting Manager at interview stage

This role reports to: Partnership & LHL Lead

Staff reporting to this post: None

Annual budget for the post: None

KEY RESPONSIBILITIES

Management

people, budgets, assets, projects and decision making

- Identify humanitarian programme opportunities with existing and new local partners and analyse them with the programme teams
- Take part in programme scoping activities, including field networking trips, events and meetings;

- Lead, with a multi-disciplinary team, assessments of local organisations and identify shared strategies and ways of working for humanitarian response with existing or potential partners, using knowledge and previous experiences to feed into the decision-making
- Draft capacity building related narrative input to proposals, including workplans and budgets
- Support response teams in developing MoUs and appropriate M&E systems for each partner based on the capacity assessment outcome, the scale and complexity of the programme and potential risk to delivery and compliance

Analysis and Problem Solving

information, complexity, creativity and forward planning

- Map the structure of local humanitarian capacity at both national and local level (government, civil society) including coordination groups and Oxfam and partners' involvement
- Identify and contribute to the development of response strategies based on the mapping and ensure Oxfam is connected appropriately to the local actor coordination groups
- Participate and contribute fully in strategic planning for programmes (EFSVL, WASH, Voice), contingency plans and other programme planning processes. Ensure that selected partners are involved in these processes; taking into account the results of the assessment outcome to ensure that scale and ambition are appropriate to capacity and the correct level of support is factored in as necessary
- Ensure programmes are safe, are sensitive to gender and other power dynamics and ensure that they are informed by the community to benefit from the work.

Impact

contacts, communication, advice, and consequences

- Monitoring processes to capture learning work and ensure that the lessons learnt are integrated in wider partner capacity development initiatives. Ensure these are integrated into Oxfam's further planning and programming.
- Support response teams in adopting appropriate approaches and skills to engagement with partners, beyond traditional standard technical engagement
- Contribute to programme advocacy around the strengthening of local leadership of humanitarian responses and ensure that the voice of partners is integrated into the messaging
- To foster an appropriate working culture built on Oxfam's values, respectful and cognisant of power imbalances internally and between Oxfam, our partners and the communities we serve.

Contributing to programme quality standards:

- Work with field teams to ensure that partners' work aims to meet Sphere Standards and adheres to Oxfam's guidelines and protocols
- Work with field teams to ensure that accountability to affected communities is central to partners' ways of working and promotes the full and equal participation of women.
- Be familiar with, abide by and promote Oxfam's internal and external quality and accountability standards and protocols, including inter alia Oxfam's Code of Conduct, PSEA policy, the Red Cross Code of Conduct, the Core Humanitarian Standard, and Sphere Standards and work with partners to ensure they understand and are able to comply with those that are relevant to them

Beyond first phase response work

Strategic support

- Work with country programmes to develop a local humanitarian leadership strategy in appropriate contexts;
- Work with country programmes to develop a partnership strategy in appropriate contexts;
- Work with country programmes to develop their humanitarian strategy with partners where appropriate.

Capacity development

- Deliver training and brokering support to Oxfam and Partners teams to improve ways of working in partnership

Organisational learning

- Contribute to LHL work in countries and feed into confederation learning on LHL based on in-country experience as well as communicating needs and ideas to global resources contributing to global policy work.

Other

- Eager and required to adhere to Oxfam's principles and values ([click here](#)) as well as the promotion of gender justice and women's rights ([click here](#)).
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.
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SKILLS, EXPERIENCE AND KNOWLEDGE

Minimum requirements all HSPs are expected to fulfil:

- a. Ability to deploy at short notice to areas affected by crisis and support the rapid scale up of humanitarian programmes to meet lifesaving needs of affected people.
- b. Demonstrate Oxfam values and behavioural competencies.
- c. Management skills: HSP deployments usually involve managing a team to deliver the work, HSPs will need to demonstrate management competencies, of international and multi-cultural teams, in difficult and stressful environments.
- d. Behavioural skills; all HSP deployments require the individual to successfully work with and mentor others often under challenging circumstances. HSPs should demonstrate competencies around "listening and creating dialogue" and "working with others" as well as networking skills.

Essential

- Knowledge and demonstrated commitment to Oxfam's values, mission and work
- Knowledge and understanding of global justice, social change, women's rights and gender equality and commitment to delivering humanitarian work through feminist principles.

- Substantial experience of working with local and national civil society organisations in humanitarian and development agencies;
- Experience of facilitating learning processes (formal or informal) through various methodologies (e.g. coaching, mentoring);
- Experience of working on local humanitarian leadership and of facilitating more formal groups such as local/national civil society organisations' leadership in humanitarian response as well as facilitating less formal groups' s leadership such as community groups (from the affected community);
- Extensive experience of designing, facilitating and supporting events, workshops and running trainings and following up with participants after and over time;
- Highly developed analytical and strategic planning skills;
- Proven influencing and negotiating skills with internal and external audiences;
- Excellent planning, coordination and prioritisation skills;
- Enhanced collaboration and networking skills;
- Excellent interpersonal and communication skills including cultural sensitivity and diplomacy and self-awareness;
- Excellent command of written and spoken English;
- Sound knowledge and ability to apply NGO/Red Cross Code of Conduct, the People in Aid Code, SPHERE, Oxfam International procedures and other regulatory codes.

Desirable

- Knowledge and experience of working with learning systems and software;
- Trained PBA practitioner;
- Working knowledge of another language, particularly French, Spanish, Portuguese or Arabic.

Key Attributes

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities
- Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible

Organisational Values

- **Accountability** – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions
- **Empowerment** – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen
- **Inclusiveness** – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences

At Oxfam, our job descriptions provide a guide to what might be expected in the role. Along with our strategy the job profile is used to help to shape specific objectives for employees. Employees are supported to deliver these objectives and they are annually assessed against them as part of the Oxfam performance review process. This job profile is not incorporated into the employment contract.

HOW TO APPLY

Apply online

- Go to: for external applicants: <https://jobs.oxfam.org.uk>
- For internal applicants: <https://jobs.oxfam.org.uk/internal>
- Search for the vacancy using the reference number
- Complete the online application process
- Ensure you submit your application before midnight (GMT) on the closing date. Unless a different time is specified in the advert.

What will I need

- Each recruitment is unique and you will need to follow the instructions part of the online application process. You will usually be asked to provide:
 - Your personal contact details
 - The details of your referee(s)
 - Details on how you meet the skills, experience and knowledge that are required for this role

Support and help

- Look at our how to apply section for helpful tips <http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/how-to-apply-for-a-job>
- Technical glitch? If you have any issues when submitting your application please contact recruitmentteam@oxfam.org.uk
- We are unable to accept prospective application but you can sign up for our job alerts here <https://jobs.oxfam.org.uk/alertregister/>



Oxfam is a Disability Confident Employer. Should you be unable to submit your application online and would prefer an alternative method please contact our recruitment team.

HOW TO FIND OUT MORE ABOUT US

Find out about everything we do - <http://www.oxfam.org.uk/what-we-do>

Get a feel of what it is like to work at Oxfam - <http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/life-at-oxfam>

Find out more about our pay & benefits - <http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/what-oxfam-offers>

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OXFAM LEADERSHIP COMPETENCY FRAMEWORK - For your information only.
Please use criteria in the 'skills, experience and knowledge' section to demonstrate your suitability for the role.

Competencies	Description
Decisiveness	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
Influencing	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organization We spot opportunities to influence effectively and where there are no opportunities we have the ability to create them in a respectful and impactful manner.
Humility	We put 'we' before 'me' and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization.
Relationship Building	We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organization.
Listening	We are good listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear, and consider different preferences.
Mutual Accountability	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.
Agility, Complexity, and Ambiguity	We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways.
Systems Thinking	We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organizational decisions and actions.
Strategic Thinking and Judgment	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
Vision Setting	We have the ability to identify and lead visionary initiatives that are beneficial for our organization and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders.
Self-Awareness	We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes.
Enabling	We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.