

Job Description



Position:	Deputy Vice President, Global Awards Management Unit (AMU)
Reports To:	Vice President, Global Awards Management Unit (AMU)
Department:	Global Awards Management Unit (AMU) which is part of the Global Partnerships and Philanthropy Department
Location:	London (plus travel 20% of time)
Grade:	UK2 (UK)
Salary:	
Contract:	Fixed term - Full time
Hours:	

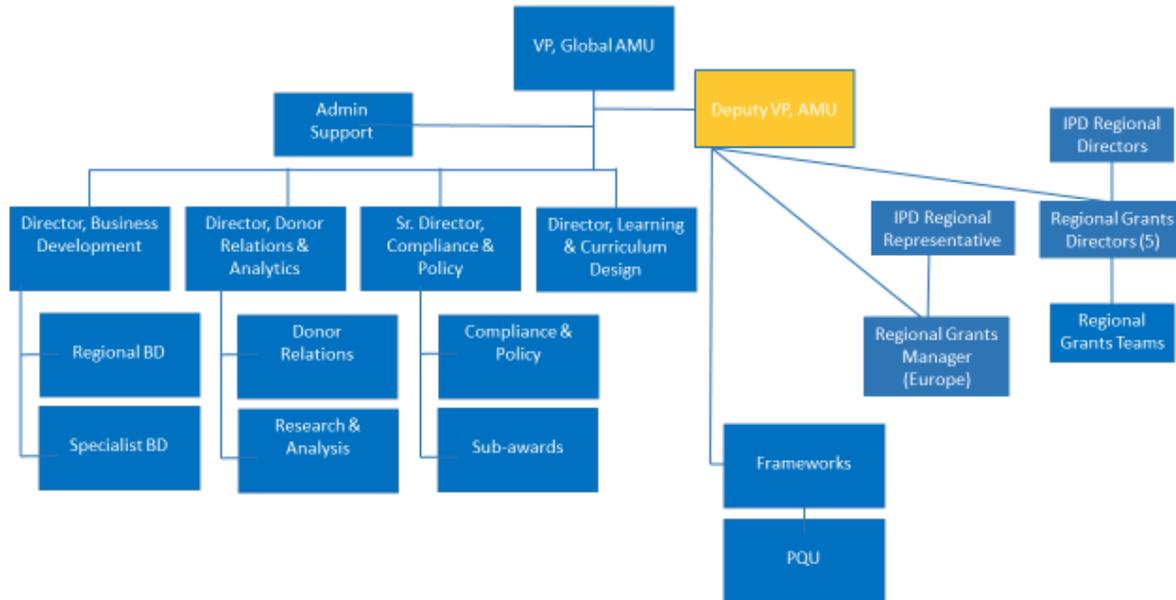
Background

Over the past 80 years, the International Rescue Committee (IRC) has developed unparalleled expertise in responding to emergencies and helping uprooted communities to rebuild. Founded in 1933 at the request of Albert Einstein, the IRC's mission is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future. The International Rescue Committee UK is part of the IRC global network, which has its headquarters in New York and London. The IRC is on the ground in more than 40 countries, providing emergency relief and rebuilding lives in the wake of disaster. Through 28 regional offices in cities across the United States, the IRC also helps refugees resettle in the US and become self-sufficient. The IRC is committed to a culture of bold leadership, innovation in all aspects of our work, creative partnerships and, most crucially, accountability to those we serve. The IRC is a tireless advocate for the most vulnerable.

IRC-UK

Our European headquarters, IRC-UK, were established in London in 1997 to support the organisation's global activities and particularly to diversify its donor base and be able to better advocate with European policy-makers on behalf of the people we serve. Since its establishment IRC-UK has grown rapidly and is now acknowledged for its high quality project management, technical expertise in governance and rights and economic recovery, and innovative thinking on early recovery and gender based violence. The IRC also has offices in Brussels, Berlin and Geneva. IRC-UK comprises approximately 90 staff across five departments.

Team Chart



The Global Awards Management Unit (AMU)

Established in January 2016, the Global Awards Management Unit (AMU) is a global unit spanning New York, Washington DC, London, Nairobi and Amman. It has responsibility for identifying, securing and managing all funding from statutory donors. The Unit is organized into five directorates: Donor Relations & Analytics; Grants Management & Frameworks; Compliance and Policy; Business Development; and Training.

The Global AMU is a bridge between donors and the field: providing expert technical advice to the field, while maintaining portfolio-level visibility to ensure consistency and compliance, and manage risk. This unit ensures that donor compliance policies and procedures are implemented consistently, and supports all staff working across the grants management cycle for all restricted funding from global government sources. The unit operates within a matrix management system across the teams in the US and the UK, driving functional integration between all relevant units and staff, in collaboration with the Vice President of the Global AMU and the Senior Vice President for Europe in relation to overarching issues with European donors. The matrix management structure ensures that AMU staff support the Europe strategy and work towards the pursuit of new opportunities, while IRC UK maintains accountability for European funding.

The Global AMU reports into the IRC's Global Partnerships and Philanthropy Department (GPP) and contributes to the mission of the IRC by ensuring the growth and sustainability of public funding.

The GPP department is responsible for the global delivery of the International Rescue Committee's financial resources, and plays an important strategic role in the creation of its brand, awareness and support for its advocacy goals. The IRC's 2020 Strategy centers on its ambition to continue to improve the scale and effectiveness of IRC programs worldwide with evidence of what works best to impact people's lives in conflict and fragile settings. GPP comprises colleagues and teams delivering government funding, brand, marketing, account management, leadership gifts, board liaison, corporate partnerships and communications to support this work.

The Purpose of the Role

The Deputy VP AMU will coordinate and collaborate with internal stakeholders to provide IRC field offices with the support they need to successfully implement donor-funded programs. Crucial to this role is ensuring that AMU functions as a global entity while respecting the accountability requirements under European grants. Although part of the AMU team, the Deputy VP will have a dotted line to the IRC UK Executive Director/SVP Europe and will sit in the IRC UK's Senior Management Team (SMT). This position will support IRC UK initiatives while also bringing forward AMU's perspective. This role is also pivotal in the supervision of the Regional Grants Directors who are also part of the International Programs Department and ensuring that grants-related issues are handled in a timely and satisfactory manner.

The Deputy VP will support the VP in building a strong global matrix management system with strong performance management across teams in the US and the UK.

KEY ACCOUNTABILITIES AND MAJOR RESPONSIBILITIES

Leadership (40%)

- Act on behalf of the AMU VP as directed
- Represent the AMU in senior internal and external meetings as required
- Liaise with a variety of public donors as needed, including the development of new donors
- Work with other stakeholders and AMU colleagues as needed to identify new donors
- Represent AMU in the UK SMT and act as a key member of IRC UK's SMT working in collaboration with other SMT colleagues to ensure effective leadership
- As SMT member support the IRC UK ED with Board relationships and represent IRC UK and AMU as appropriate in relevant meetings
- Ensure oversight of AMU UK budget in collaboration with the IRC UK Finance Director and the AMU VP
- Ensure accountability of European funding is preserved at the appropriate levels and that there is clear information flows to the IRC UK ED, as appropriate
- Oversee the delivery of key targets in relations to the Europe Strategy in accordance with the IRC UK workplan
- Work with the VP AMU and the SVP Europe to ensure that the requirements of the Service Level Agreement agreed with the UK Board are delivered

Grants Management (30%)

- Oversight of SIDA and Irish Aid frameworks
- In coordination with the SVP Europe and other stakeholders, explore possibilities for other framework arrangements
- As required, liaise with the Sr Director of Compliance to ensure compliance related issues are being raised and addressed as needed
- Work with Director of Training to ensure AMU regional staff and field staff are being trained in relevant grants management topics
- Work with Director of Programme Development to ensure that Regional Grants Directors are coordinating and sharing information with the Programme Development teams
- Raise any relevant issues emerging from the regional teams with the various AMU directors to assess possible support

Staff Management (30%)

- Oversee the grants management team which includes framework management and the program quality
- Oversee the Regional Grants Director function to ensure that regions and country offices are receiving the appropriate level of grants management support
- Supervise the AMU Administrator
- As AMU's senior representative in the UK, provide overall support to all AMU staff to ensure there is a team spirit and there is clarity around roles and responsibilities and ensure that there is information flow from the SMT into the AMU and vice versa

Other

- Up to 20% of responsibilities involve international travel.

KEY RELATIONSHIPS: All pillars within AMU, IRC UK, Human Resources, International Programs Department, Policy and Practice, Finance, Global Partnership and Philanthropy

REQUIREMENTS

Essential

- 12+ years progressive experience or proven background in grants management and business development; humanitarian experience preferred
 - Demonstrated ability dealing with statutory donors
 - Strong experience working in a matrix environment with dual reporting lines
 - Leadership skills and ability to manage, develop and engage a diverse team in multiple locations
 - Ability to design and implement effective and top level workflow processes and procedures
 - Proven negotiation skills and ability to make sound decisions
 - Excellent communication skills
 - Excellent interpersonal skills
 - Ability to work well under pressure in a fast paced and changing environment with multiple stakeholders
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To Apply

Please send a CV (two pages maximum) and cover page (two pages maximum) to:
applications@rescue-uk.org

Please state clearly in your cover letter:

- Your reasons for applying
- How you meet the skills, knowledge and experience specified in the person specification part of the job description
- Where you saw the job advertised
- Current salary

The closing date is: 10am (UK time) on Friday 9th June 2017.

Interviews will take place on Thursday 22nd and Tuesday 27th June 2017.

In order to minimise administrative costs, IRC-UK will only contact short-listed candidates.

Candidates must have the right to work in the UK.

IRC-UK strives to be an equal opportunities employer. IRC-UK is committed to equality of opportunity and to non-discrimination for all job applicants and employees, and we seek to ensure we achieve diversity in our workforce regardless of gender, race, religious beliefs, nationality, ethnic/national origin, sexual orientation, age, marital status or disability.