

Practical **ACTION**

Job Profile

Programme Officer – Flood Resilience Programme



Practical Action

ABOUT US

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We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world's toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We're a global change-making group, working with communities who are vulnerable to poverty and climate change to support them to change their world. Together we develop innovative, community powered and locally owned solutions that achieve transformative change in lives and livelihoods. And we work with a range of partners, including governments, businesses and international organisations to ensure improvements are sustained and scaled and to change the systems that keep people poor and vulnerable.

We were founded in 1969 by radical economist EF Schumacher who challenged the development thinking of the time. He believed in solutions suited to the context, equipping people with the skills and knowledge to change their situation, economic systems that work for all and living within the planet's means. This ethos continues to fuel all our work. Schumacher was the author of 'Small is Beautiful: A study of economics as if people mattered. In our work we start 'small', ensuring we understand what is already working but we aim big focussing on what will deliver the systems change required.

We have over 50 years of experience working across Africa, Asia and Latin America. Our group consists of a UK registered charity with experienced country teams, expert consulting service and an independent development publishing company. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS

We work across four thematic areas. Much of our most impactful work combines our expertise across issues to solve complex and interconnected problems such as supporting smallholder farmers with renewable energy to increase yields and open up bigger opportunities for the wider economy.

Harnessing energy that transforms for the one billion people without electricity, and the three billion people without clean cooking solutions. We're bringing together rural communities, displaced people, energy providers and decision makers to put clean energy to work. By 2025, our work with partners will have led to affordable, low-carbon energy access and cleaner cooking for two million people in 'last mile' communities and 18 million people through wider systems change.

Building resilience that protects for vulnerable people whose lives and livelihoods are threatened by climate-related and natural hazards. We're working with people threatened by natural and climate-related hazards, reducing vulnerability and minimizing the impact on their lives and livelihoods. By 2025, our work

with partners will have enhanced risk knowledge systems so that four million people living in hazard-prone, climate-vulnerable communities are better protected.

Making cities fit for people for the millions of people living in urban slums and settlements without proper sanitation, clean water and waste services. Our work with communities is making cities in poorer countries cleaner, healthier, and fairer places for people to live and work, with clean water for drinking and sewage, safely contained, collected and processed. By 2025, our work with partners will have led to improved water, sanitation and waste management services for one million people living in slum communities and a further 2.4 million people through wider systems change.

Cultivating farming that works for smallholder farmers struggling to make a sufficient income and adapt to the negative effects of climate change. We're teaming up with smallholder farmers, many of whom are women, so they can adapt to climate change and achieve a good standard of living. By 2025, our work with partners will have improved food security and incomes for two million people in rural communities and a further one million people through wider systems change.

Practical Action

ABOUT THE ROLE

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An exciting role at Practical Action has arisen for a dynamic, well-organised and inquisitive individual to join the Flood Resilience Program team and support us to better understand and communicate our impact on the resilience of poor and socially excluded people. This is an opportunity to work closely with Practical Action colleagues in Nepal, Bangladesh, Peru, Bolivia, Senegal and Zimbabwe and the UK, and from other members of the Zurich Flood Resilience Alliance. The successful applicant will ensure strong monitoring, evaluation, reporting and learning systems are being implemented across the country projects and to play a leading role in embedding our Flood Resilience Measurement for Communities (FRMC) approach into practice nationally. The post-holder will give substantial general project support to the Flood Resilience Programme as a whole from the UK office.

SCOPE

Title	Programme Officer – Flood Resilience Programme
Reports to	Programme Manager – Flood Resilience Programme
Direct reports	None
Relationships	International Area. Impact, Influence and Innovation, Project Managers and staff in 6 Country Offices, Head of Climate and Resilience, Knowledge Manager, Zurich Flood Resilience Alliance members and work groups
Budget scope	None
Grade	C £29,373 - £32,975
Location	Rugby, UK
Duration	12 th July 2024
Travel	Minimum 4 weeks per year

ACCOUNTABILITIES

Impact Monitoring, Evaluation and Reporting

- Provides Monitoring and Evaluation oversight and support across the Flood Resilience Programme.
- Ensures standard guidance and approaches are implemented across the 6 country sites implementing the Flood Resilience Programme (such as for beneficiary targeting, site selection, indicator development and data collection) in doing so informing and taking reference from Practical Action’s Global Impact, Innovation and Learning advisers and the wider Zurich Flood Resilience Alliance Monitoring, Reporting and Learning system based on Salesforce.
- Advises and supports the Programme Manager and the 6 country Project Managers to ensure that clear monitoring, reporting and learning plans are implemented in the country projects (including

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gendered indicators and regular learning reviews), and that resulting data is used to inform programme delivery, advocacy, and communications.

- Builds local capacities through training and workshop facilitation, provision of advice, mentoring and support on design and delivery of monitoring evaluation and learning activities.
- Supports the commissioning and management of evaluations as required, sharing findings and recommendations across the organisation and with the donor to promote improved learning, quality and delivery.
- Supports the Programme Manager with reporting and the provision of high-quality performance reports to the donor.

Flood Resilience Measurement for Communities Approach (FRMC)

- Coordinates the application of the FRMC across Practical Action's 6 country projects and ensures fulfilment of agreed commitments to the Zurich Flood Resilience Alliance (such as target number of studies and post-flood surveys, preparation of inputs for workshops, grading and intervention design).
- Provides the first point of contact for training, technical backstop and quality control in Practical Action's application of the FRMC approach across our 6 country projects. Advises staff on fixes, use of the cloud-based mobile application, study design and methodology where required.
- Ensures the learning coming from our use of the FRMC is captured and shared with others to enable its wider uptake at a national level.
- Is a member of the FRMC work group of the Alliance and acts as an internal conduit of learning and interaction to ensure our country teams receive information frequently to enable their work.
- In time, based on experience to lead on the development of external technical resources on behalf of the Alliance as agreed in the FRMC work group and with the Programme Manager.
- Note: the Zurich Flood Resilience Alliance is developing other hazard versions of the FRMC approach, which will be called collectively the Climate Resilience Measurement for Communities approach. The post holder will be expected to support the implementation of existing FRMC processes and potentially the newer versions (such as for extreme heat, wildfire etc) as and when they are adopted by Practical Action.

Project Management Support

- Supports the Programme Manager and 6 country project teams with work planning, budget development and risk management processes.
- Support the development of new project proposals and requisite capacity development and knowledge transfer related to the expansion of Practical Action's floods and climate resilience portfolio as agreed with the Programme Manager.
- Supports planning for monitoring visits with the donors and/or alliance members on occasion to countries implementing the work.
- Ensures flow of project management information between country programmes and the programme management team, especially with the Head of Climate and Resilience and Knowledge Manager.
- Supports meetings with the preparation of reading materials, agendas, minutes and reports (such as weekly team meetings, annual gatherings of internal staff and occasionally with the wider Alliance)
- Works closely with the Knowledge and Communications Officer to ensure critical project data and knowledge are stored centrally in the document management system on SharePoint.

- Contributes to organisational development by sharing learning from the programme with colleagues in the International Operations and Impact, Influence and Innovation teams and more widely as requested.
- Represent Practical Action in the Zurich Alliance Community Workgroup, leading on the development of agreed guidance for the Alliance as required (and agreed with the Programme Manager).

PERSON PROFILE

To be successful in the role, the ideal candidate will be able to demonstrate:

Essential

- Professional experience in international development, ideally with field experience gained working with colleagues in overseas contexts.
- Undergraduate qualification in a relevant field required.
- Strong understanding and experience of monitoring, evaluation, reporting and learning in development programming, in particular how to develop and measure gendered outcomes and impacts.
- Strong analytical and numerical skills, familiarity with data collection and research processes, the ability to synthesize data, present approaches and results clearly and draw meaningful conclusions.
- Ability to work with complex, multi-layered monitoring, evaluation, reporting and learning systems, including use of donor reporting mechanisms, project management tools, data inputting and analysis systems.
- Ability to contribute with confidence to a team that is diverse in cultural contexts, geographies, language and understanding of concepts and to foster a sense of common purpose and common standards.
- Experience in building capacities across a diverse team, both remotely and in person through training and facilitation.
- Strong skills in verbal and written communication and report writing.
- Commitment to development principles and the mission, vision and ambition of Practical Action.
- Fluency in written and spoken English is essential.
- The ability to travel 4 weeks per year (minimum). Based on the current COVID situation travel will be updated based on Government advice.

Desirable

- Spanish and French language skills.
- Experience in using SharePoint and Salesforce
- Proven record of forming effective, strong relationships with leaders and managers, in the UK and internationally with people of diverse cultures and whose main language is not English.