



**crisis &  
humanitarian  
lead**

# About Development Initiatives

Development Initiatives (DI) is an independent international development organisation working on the use of data to drive poverty eradication and sustainable development.

Since DI was established in 1993 our expertise and passion has been rooted in the role data can play. We are focused on getting better data on poverty and vulnerability, so we know where need is greatest and whether efforts are working. We are dedicated to improving information about resources so that they can be targeted effectively – and we want to help others use data to improve decision-making and drive better results.

We work to ensure that decisions about the allocation of finance and resources result in an end to poverty, increase the resilience of the world's most vulnerable people, and ensure no one is left behind. We want these decisions to be underpinned by good quality, transparent data and evidence on poverty and resources, and lead to increased accountability and sustainable long-term outcomes.

We believe there are enough resources in the world to consign extreme poverty to history, but poor or inaccurate information means these resources are not reaching those who most need them. While data alone will not end poverty, it is a vital catalyst for increasing knowledge, providing clarity and improving decision-making at local, national, regional and global levels.

Our work focuses on three key areas:

1. Measuring the progress of people out of poverty

Our work on poverty is about driving commitments and investment towards improving poverty data, and drawing on existing data to start building a clearer and more accurate picture of poverty

2. Investments to end poverty and build resilience

Our work on resources is about informing national, regional and international actors on how to mobilise, track and improve the targeting and effectiveness of the many different resources that can address poverty, vulnerability and crisis

3. Data use of sustainable development

Our work on data use is about breaking down barriers to data use, improving data availability and usability, and helping people use data effectively in order to drive efforts to end poverty and build resilience

*“An indispensable tool that shines a light on progress” DFID Senior Humanitarian Policy Advisor (about our [Global Humanitarian Assistance Report 2017](#))*

# Crisis & Humanitarian Lead, Bristol, UK

## Role content and purpose

Our vision is a world where people affected by or at risk of conflict or disaster have the resources they need to prepare for, withstand and become resilient to crises. Changes are clearly needed, both within and beyond humanitarian financing – and we are committed to providing a clear evidence base to make these happen.

To know if the right resources are reaching the right people, at the right time, in the right way and with the right impacts demands better data and evidence. DI is committed to supporting improvements in gathering, reporting, connecting and using data – at the local, national and international levels. This is important to bring clarity in today's increasingly complex world of crisis financing, and to ensure it is fit for the future.

Our research plan is organised around three themes: informing needs-based response, ensuring effective financing and improving evidence-based decision-making. We are seeking a senior leader with strong experience of and expertise in the field of humanitarian crisis, a good knowledge of financing in crisis contexts, and a passion to ensure every penny is targeted toward those most in need.

This post will provide leadership for our humanitarian financing and crisis-related portfolio of work. The post-holder will provide vision, thought leadership and coherence throughout the next phases of this well-regarded, innovative and exciting portfolio of work.

As our vision involves changes both within and beyond humanitarian financing, the postholder will work on a wide-ranging set of issues. They will be able to see the bigger picture and make new connections, being agile, flexible, intellectually curious and keen to support areas outside their subject expertise and across DI's broader areas of work.

They will be a positive and 'can-do' person who is ready to pursue new opportunities, forge innovative agendas and drive them through to delivery. Drawing on in-depth subject knowledge and exceptional writing skills, they will demonstrate rigour, robustness and first-rate qualitative and quantitative research abilities. They will be confident working with data and passionate about improving the availability and quality of data to improve decision-making based on robust evidence.

With excellent engagement skills, they will represent DI at a senior level, building strategic networks, understanding the changing external environment and ensuring the work adapts to stay cutting edge. They will also be an experienced and empowering manager – leading, supporting and nurturing staff across the organisation to guarantee quality-assured work and build on their potential.

## **Duties and responsibilities**

### **Lead DI's humanitarian portfolio of work**

- Develop a clear, ambitious and coherent vision and workplan for DI's work on crisis-related issues, and lead its implementation.
- Work closely with colleagues across DI to ensure strong synergies with all of DI's work on poverty, financing, and data use – building agenda-setting connections between crisis and poverty issues.
- Manage, grow and ensure delivery of a strategic body of humanitarian-related consultancy projects.
- Provide strategic leadership for the future direction of this work and work with external experts (DI's future Advisory Council) to develop new areas of work.

### **Lead and produce research and analysis outputs**

- Work with engagement and communications colleagues to understand stakeholders' information needs and ensure uptake and use of DI's research.
- Produce top quality research for a range of audiences, from in-depth reports to compelling blogs.
- Lead the delivery of the annual Global Humanitarian Assistance report, developing and adapting it to the changing external context.
- Provide project leadership, supervision, quality assurance and sign-off for research publications on humanitarian topics.

### **Represent DI externally**

- Represent DI's work externally at a senior level to decision-makers and other stakeholders, including in roundtables, events and webinars.
- Maintain and develop DI's strong external networks in the humanitarian and crisis-related sectors, at global and country level, building new opportunities for research partnerships and impact.
- Closely monitor external policy and practice, innovating and adapting the portfolio of work accordingly to ensure its relevance to key stakeholders.
- Work closely with the policy and engagement advisors to drive forward an innovative strategy to ensure uptake of DI's work.

## **Management duties**

- Line manage members of the research and analysis team in a matrix management structure.
- Provide mentoring and support for junior members of staff, giving opportunities for professional development and sharing technical skills and subject knowledge.
- As a senior member of staff, support DI's directors and team leads to develop and implement organisational strategy and policy.
- Forge strong links with and between colleagues working in other locations and expertise areas.

## **General responsibilities**

- Be aware of and take personal responsibility for any health and safety issues and obligations.
- Uphold all aspects of company policies and procedures and legal requirements in relation to personal conduct.
- Support an ambitious organisation, actively taking part in helping to meet its goals and positively supporting innovation and development.
- Maintain professional development and personal development plans.
- Be willing and committed to take on new work as and when required and be proactive.

No job description or role profile can encompass all tasks and duties that may be required, and we will expect the postholder to carry out other duties and tasks from time to time that are broadly consistent with those in this document.

## Person specification

Area		Essential/ desirable
Experience	<ul style="list-style-type: none"> <li data-bbox="512 479 1246 577">• Practical in-country experience, with experience of working in humanitarian crises and undertaking research within these contexts.</li> <li data-bbox="512 600 1246 658">• Experience of leading projects and project teams across multiple locations.</li> <li data-bbox="512 680 1246 748">• Experience of developing and leading multiple complex projects and portfolios of work, from concept through to delivery.</li> </ul>	<p data-bbox="1286 479 1302 501">D</p> <p data-bbox="1286 600 1302 622">E</p> <p data-bbox="1286 680 1302 703">E</p>
Skills and abilities	<ul style="list-style-type: none"> <li data-bbox="512 786 1246 844">• Excellent writing skills, including proven ability to draw out succinct and accessible narrative from data.</li> <li data-bbox="512 866 1246 965">• Rigorous research skills in both qualitative and quantitative methods, with a strong track record of publications for policy audiences.</li> <li data-bbox="512 987 1246 1055">• Good data skills, with a critical understanding of sources of relevant data and the technical ability to analyse data.</li> <li data-bbox="512 1077 1246 1234">• High-level engagement skills and understanding of the international political and policy context. Ability to represent DI at a high level, demonstrated through relevant experience in speaking and presentations, and building and maintaining strategic networks.</li> <li data-bbox="512 1256 1246 1355">• Excellent people management skills, with the ability to lead and support staff across teams in a matrix management structure and develop their skills, knowledge and experience.</li> </ul>	<p data-bbox="1286 786 1302 808">E</p> <p data-bbox="1286 884 1302 907">E</p> <p data-bbox="1286 987 1302 1010">E</p> <p data-bbox="1286 1086 1302 1108">E</p> <p data-bbox="1286 1288 1302 1310">E</p>
Education	<ul style="list-style-type: none"> <li data-bbox="512 1406 1246 1429">• Master's degree in a relevant subject.</li> </ul>	<p data-bbox="1286 1406 1302 1429">E</p>
Knowledge	<ul style="list-style-type: none"> <li data-bbox="512 1473 1246 1532">• Strong understanding of relevant issues within crisis financing and ability to work within and beyond the humanitarian sector.</li> </ul>	<p data-bbox="1286 1473 1302 1496">E</p>
Personal attributes	<ul style="list-style-type: none"> <li data-bbox="512 1576 1246 1635">• Able to work under pressure yet deliver on time with attention to detail.</li> <li data-bbox="512 1657 1246 1715">• Investigative by nature and persistent in obtaining and validating new information.</li> <li data-bbox="512 1738 1246 1796">• Rigorous and conscientious, with a track record in ensuring a high level of accuracy and quality of outputs.</li> </ul>	<p data-bbox="1286 1576 1302 1599">E</p> <p data-bbox="1286 1675 1302 1697">E</p> <p data-bbox="1286 1751 1302 1774">E</p>

## Contractual details

Start date: April 2018  
Location: DI's Bristol office at North Quay House, Quay House, Temple Back, Bristol, BS1 6FL  
Salary: Up to £50,000 per annum  
Hours: 35 hours a week  
Probation: 3 months  
Leave: 25 days pro rata, plus all bank/public holidays

## Application details

Your CV (no more than two pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the job description, should be emailed to: Connie Fitzgerald (Human Resources Officer) at [HR@devinit.org](mailto:HR@devinit.org), quoting ref: C&H Lead in the email subject line. Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Closing date: 11 February 2018

1<sup>st</sup> Interviews: January/February 2018

Early applications are highly encouraged; we will be reviewing submissions as they arrive in order to start the interview process as soon as possible.

## Other

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the country in which this post is based.

We are unable to offer sponsorship for a work permit/visa application. Evidence of right to work will be requested.

Development Initiatives is an equal opportunities employer and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

We find it helpful for all applicants to complete our Diversity Monitoring Form found on our website at: <http://devinit.org/working-with-us/vacancies/>

## Working together

“People are our greatest asset” – it’s a well-used saying, but at Development Initiatives, it really is true.

We acknowledge that we work in an environment where the pace is often fast, and we need our people to be able to respond swiftly and creatively to new situations and demands, so it makes sense that the better our employees are, the more effective we will be and for this reason, we work hard to create an environment that meets everyone’s needs.

In line with our values (empowering, transparent, impartial, innovative, agile, quality), we aim for a culture of honesty and openness and want to attract and retain talented people who share our vision. We also like to offer individuals the space to use their talents in an innovative working environment with colleagues who are passionate about our vision.

So, what else do we offer?

- Work in an informal work environment (e.g. casual dress code)
- Work from an office in the UK that is accessible for wheelchair users
- A competitive salary and benefits package
- Flexible working arrangements (e.g. homeworking, flexitime)
- Up to 5 days’ paid leave to dedicate time to a volunteering activity of your choice that works to address poverty or help vulnerable people
- Paid study leave with financial support where appropriate
- Paid professional fees
- Pension scheme with 5% employer contribution
- Healthcare scheme with employee assistance programme
- Enhanced policies (such as maternity, paternity and adoption leave and sick pay)
- 25 days holiday plus all bank and public holidays and discretionary paid time off at Christmas
- Membership of a cycle to work scheme
- Childcare vouchers
- Free eye tests
- Buy/sell holiday scheme

The Bristol office is only 5 minutes from Temple Meads train station and 10 minutes from Bristol city centre and we offer free parking (on a shared rota) for those members of staff who cannot cycle, walk or use public transport.