



JOB DETAILS

Title:	Humanitarian Response Officer – International
Duration:	24 Months
Salary:	Coordinator €43,000 to €49,000 ¹
Reporting to:	International Programme Manager

BACKGROUND INFORMATION

The Irish Red Cross (IRC) is part of the world's largest independent humanitarian network, the International Red Cross and Red Crescent Movement. Guided by the Fundamental Principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality, the IRC is committed to alleviating suffering and promoting dignity.

The International Department of the IRC plays a crucial role in this mission by providing humanitarian assistance to vulnerable communities worldwide. By collaborating with partner National Societies, the department responds to emergencies, such as disasters and conflicts and implements long-term development programmes in areas like livelihoods, health and National Society Development.

SUMMARY OF ROLE

The Humanitarian Response Officer will play a critical role in responding to international humanitarian crises. The Officer will be responsible for the planning, implementation and monitoring of programmes as well as resource mobilisation and stakeholder engagement.

This role requires a strong understanding of international humanitarian principles and the ability to travel, often at short notice, and work effectively in complex and challenging environments.

ROLE RESPONSIBILITIES

Programme and project implementation:

- Providing initial and ongoing response to humanitarian crises and long-term programming, through engagement with the wider Red Cross Movement
- Development and monitor projects/programmes, including assessing needs, project planning, support implementation by Red Cross Movement partners, and ongoing monitoring of progress.

¹ This role is assigned to the Job Family of: Coordinator. The Irish Red Cross has 6 Job Families: Secretary General; Senior Manager; Programme/Project Manager; Coordinator; Development & Admin; and Administration.



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- Provide technical support, in line with organisational approaches and sector best practice, and support the financial monitoring of various projects..
- Contribute to the development and review of new collaborations and partnerships with country programmes and Movement partners.
- Assist in the financial management of assigned countries, ensuring timely and accurate expenditure and reporting.
- Ensure appropriate contractual agreements are in place to cover IRC programmes, and identify and mitigate potential risks.
- Finalise high-quality donor proposals and reports, both narrative and financial, adhering to donor requirements and timelines.
- Ensure all programme activities are implemented to the highest quality standards, meeting international best practices and donor requirements.
- Oversee data collection, analysis and reporting, ensuring data integrity and accuracy.
- Contribute to the evaluation of programmes and projects, capturing lessons learned and identifying areas for improvement.

Coordination, Cooperation & Networking

- Cultivate strong working relationships with partner technical file holders, fostering collaboration and alignment.
- Facilitate regular meetings with partner organisations, organise and participate in relevant meetings, working groups and external engagements.
- Promote effective collaboration and knowledge sharing across diverse projects within the program, supporting partner counterparts in Planning, Monitoring, Evaluation and Learning practices, evidence generation, and knowledge dissemination.
- Represent IRC in technical meetings, conferences, and forums, ensuring effective communication with donors and maintaining oversight of program-related funding and pledges.
- Foster positive working relations with RCRC Movement counterparts, external partners and stakeholders.

Resource Mobilisation and Communications

- Coordinate with the Fundraising team and donors to secure funding for expanding current country programmes and ensuring long-term programming.
- Collaborate with the Programme Manager and Fundraising team on the co-creation and development of new proposals and donor mapping.
- Assist the Communications team in producing engaging communication materials and develop compelling stories of impact and case studies to enhance internal and external communication.



Organisationally

- Support the Programme Manager in ensuring strategic coherence, alignment, and operational coordination of IRC's international activities.
- Brief management and other staff as required on current programmes and political, economic and social analysis of assigned countries.
- Identify and mitigate potential risks to IRCs programmes and staff, ensuring compliance with relevant policies and procedures.
- Foster a positive and collaborative work environment, working effectively with colleagues across different departments and locations.
- Be prepared to respond to emergencies, including working irregular hours.
- Demonstrate cultural sensitivity and respect for diverse cultures and perspectives.
- Abide by and uphold the Principles of the International Red Cross Red Crescent Movement.
- Undertake any other reasonable work-related duties and responsibilities assigned by the line manager that are consistent with the nature of the job and level of responsibility.

ROLE REQUIREMENTS

Essential Criteria

- Third level qualification in a relevant field such as humanitarian aid, disaster management, international development, or a related field.
- At least three years of professional experience in the humanitarian sector, at least two of which based overseas, including programme development, coordination and implementation.
- Knowledge and experience in initiating and managing integrated projects, including proposal development, partner liaison, report-writing financial management and M&E.
- Ability to maintain confidentiality, exercise discretion and demonstrate good judgment.
- Proven adaptability and creativity, with the ability to work effectively in a fast-paced, diverse and often challenging team environment.
- Strong intercultural communication and interpersonal skills.
- Good understanding of at least one technical area of focus.
- Knowledge of global trends in humanitarian assistance and development including humanitarian principles and international standards including SPHERE and the Core Humanitarian Standard.
- Fluency in English, both written and spoken. Proficiency in additional languages, such as French or Arabic, is desirable.
- Be prepared to travel internationally to programme locations, possibly at short notice and for extended periods.



Desirable Criteria

- Experience with or exposure to the Red Cross Red Crescent Movement.
- Professional experience working overseas on international programmes and in responding to humanitarian crises and emergencies.
- Knowledge of global development issues, including policy & advocacy topics.
- Technical experience in a relevant thematic area (currently Livelihoods, Protection Gender & Inclusion, and Health including PSS).
- Proven leadership and supervisory skills, including the ability to mentor and coach staff.
- Proficiency in relevant software and digital tools.
- Understanding of security protocols and procedures, and the ability to work in challenging and potentially dangerous environments.

FURTHER INFORMATION

The Irish Red Cross offers the following benefits in addition to salary

- A 5% employers' contribution to a company contributory pension scheme
- Closure of the office on Good Friday, plus two additional 'privilege days' to be used at Easter and Christmas respectively
- Paid maternity and paternity leave
- Death in Service benefit of four times salary
- Flexible working hours, including opportunities for hybrid working.
- Further education, training and learning supports
- Professional subscriptions (as applicable)

The Irish Red Cross is an equal opportunities employer. We value diversity and aspire to reflect this in our workforce. We welcome applications for people from all sections of the community, irrespective of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community. This role requires applicants to have the right to work in Ireland. The role is a full-time position based on a 35-hour working week, based on flexitime arrangements.

APPLICATION PROCESS

To apply for this position, please forward a copy of your CV, together with a cover letter to: jobs@redcross.ie

Your email should contain [Humanitarian Response Officer](#) in the subject line.

Proposals should be in .pdf or MS Word format, and with file names in the following format:

<Surname>, <First name> - CV and <Surname>, <First name> - Cover Letter

The closing date for applications is 8 January 2025