ROLE PROFILE

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| Title | Deployment Coordinator  |
| Functional Area | Disaster Risk Management (DRM) |
| Reports to | Deployment Manager |
| Location | any Plan location | Travel required | N/A |
| Effective Date | 01/04/2022 | Grade | 2 |

role PURPOSE

Plan International is currently responding in Poland, Romania and Moldova to the Ukraine Refugee Crisis. As new responses, Plan’s programme and staffing requires significant surge capacity. Along with this Plan International continues to provide surge support globally to a multitude of crises. This role will support in sourcing staffing and deployment needs in the Ukraine response, working closely with the Deployment Manager.

Dimensions of the Role

Plan International has seen an increase in requests for humanitarian surge capacity in its operations globally. At the same time, we are currently in the process of scaling up our response to the evolving Ukraine crisis, and establishing partnerships with national organisations in Poland, Romania, and Moldova. This requires dedicated support to the Ukraine crisis, supporting deployment processes.

This position will support the Deployment Manager in ensuring that surge support is identified quickly for the Ukraine response, and all paperwork and administrative processes are completed quickly and in line with Plan Internationals policies and procedures.

Accountabilities

* Manage the roster email account and record all requests for surge capacity support
* Support the deployment process for surge staff, with a particular focus on the Ukraine response.
* Liaison with Plan Internationals travel agent, ensuring flights and hotels are booked quickly and in line with our policies and procedures. This may require out of hours work due to the urgency of travel for many positions.
* Maintaining a deployment tracker for all deployments to the Ukraine crisis.
* Developing regular deployment reports; analysing deployments by sex, technical area, location etc.
* Preparing all paperwork for staff deploying to the Ukraine crisis.
* Provide all staff deploying with key induction material, ensuring mandatory trainings have been completed in advance of travel.
* Supporting the advertisement of the roster, and screening applications to ensure we have a strong pool of internal and external roster members.
* Maintain visibility of roster requests within the organisation and work with the deployment manager to identify appropriate staff who can deploy.

Ensures that Plan International’s global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International’s Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures

Key relationships

Internal

* Deployment Manager
* People & Culture Team
* Humanitarian Department
* Roster members
* Roster leads
* Ukraine Crisis Support Hub

External

* Consultants

Technical expertise, skills and knowledge

**Essential**

* Demonstrated experience in administration
* Strong IT skills, particularly Microsoft applications
* Proven experience of working on HR processes
* Ability to solve problems
* Strong communication skills
* Ability to manage multiple priorities with short deadlines

**Desirable**

* Demonstrable knowledge of humanitarian ways of working

Plan International’s Values in Practice

**We are open and accountable**

We create a climate of trust inside and outside the organisation by being open, honest and transparent. We hold ourselves and others to account for the decisions we make and for our impact on others, while doing what we say we will do.

**We strive for lasting impact**

We strive to achieve significant and lasting impact on the lives of children and young people, and to secure equality for girls. We challenge ourselves to be bold, courageous, responsive, focused and innovative.

**We work well together**

We succeed by working effectively with others, inside and outside the organisation, including our sponsors and donors. We actively support our colleagues, helping them to achieve their goals. We come together to create and implement solutions in our teams, across Plan International, with children, girls, young people, communities and our partners.

**We are inclusive and empowering**

We respect all people, appreciate differences and challenge inequality in our programmes and our workplace. We support children, girls and young people to increase their confidence and to change their own lives. We empower our staff to give their best and develop their potential.

Physical Environment

Level of contact with children

Low contact: No contact or very low frequency of interaction