ROLE PROFILE

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| Title: | Partnerships Manager – Ukraine Refugee Crisis |
| Functional Area: | Ukraine Refugee Crisis Hub |
| Reports to: |  |
| Location: | Remotely to start with. May be required to work in one of the response countries at a later stage.  | Travel required: | Up to 60% (often at short notice) |
| Effective Date: | Mar 2022 | Grade: | TBC |

Our Organisation

Plan International is an independent development and humanitarian organisation that advances children’s rights and equality for girls. We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion, and discrimination. And it’s girls who are most affected.

Working together with children, young people, our supporters, and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

We support children’s rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national, and global levels using our reach, experience, and knowledge.

We have been building powerful partnerships for children for over 80 years and are now active in more than 70 countries.

role PURPOSE

The conflict in Ukraine is resulting in a major humanitarian crisis with over 3 million people having fled to neighboring countries, and millions displaced within Ukraine. Plan International is responding to the crisis and working in partnership with civil society organisations in Poland, Romania, and Moldova to meet the key needs of those affected by the crisis as well as host communities.

This position will play a key role in the support to country level activities and will provide technical support and guidance to Plan International teams and partners in Poland, Romania, and Moldova. The position will initially be remote but may well be based in one of the 3 countries in the future.

The Ukraine Hub is a service-oriented structure to support initiation of activities, and to help find solutions to problems as and when arise. Creative thinking and identifying work arounds to problems faced will be a critical element of the role.

Dimensions of the Role

The position will develop Plan International’s approach to working with partners in response to the Ukraine Refugee Crisis.

The role is the primary point of contact for partner organisations and will ensure Plan International is following high standards of partnership management, guiding partners through all stages of the partnership process and ensuring partnership needs are adequately incorporated into planning, budgeting and other resourcing.

Accountabilities

* Conduct regular partner mapping exercises, ensuring that Plan International’s portfolio includes a broad range of civil society organisations in Poland, Romania, and Moldova.
* Support potential partner organisations with the development of funding submissions, and if approved reporting in line with donor requirements.
* Lead the partnership appraisal and due diligence process for all partner organisations and identify key areas for support and strengthening.
* In close collaboration with partner organisations develop organisational development plans covering both humanitarian programming and operational support function strengthening.
* Support partner engagement in humanitarian co-ordination
* Oversee the development and use of partnership strengthening tools.
* Ensure each partnership has appropriate oversight and feedback mechanisms in place, including supporting the annual partner survey and review that reflects progress on external organisational engagement.
* Ensure Plan International’s management standards for working in partnership are applied to all partnerships within the Ukraine response

Ensures that Plan International’s global policies for Child Protection (CPP) and Gender Equality and Inclusion (GEI) 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

* Programme technical leads.
* Ukraine Hub
* National Organisations
* Global Hub departments (including humanitarian, finance, legal, funding)

External

* Civil Society Organisations
* UN Agencies
* Institutional Donors
* Embassies

Technical expertise, skills and knowledge

**Essential**

* Significant experience of partnership approaches in humanitarian response
* Proven experience of the humanitarian localisation agenda.
* Demonstrable track record of success building partnerships and alliances in humanitarian response.
* Strong strategic skills, including leading development of partnership strategies/frameworks.
* Effective stakeholder and relationship management.
* Solid communications, influencing and persuasion skills.
* Strong research, organisational abilities, and presentation skills.
* Good writing and editing skills, including fluent written and spoken English.
* Ability to prioritise tasks, meet deadlines and work independently.
* Highly positive and proactive with high-level influencing and negotiating skills.
* Capacity to manage demanding workloads, often in complex environments.
* Aptitude to prioritise tasks, work independently and to tight deadlines.
* Close attention to detail.
* Strong team and cross departmental 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

Based remotely, working in a virtual hub. Required to travel to operational locations on a regular basis, sometimes at short notice.

Level of contact with children

Low contact: No contact or very low frequency of interaction