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| **Programme Director – Start Bangladesh** | | |
| **TEAM/PROGRAMME:** Humanitarian/Start Fund Bangladesh | | **LOCATION:** Dhaka |
| **GRADE:** 1 | | **CONTRACT LENGTH:** Regular |
| **CHILD SAFEGUARDING:**  Level 2: either the role holder will have access to personal data about children and/or young people as part of their work; or they will be working in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore, a police check will be required (at ‘standard’ level in the UK or as applicable). | | |
| **ROLE PURPOSE**:  The Start Bangladesh Programme Director (also known as Country Manager in the Start Network’s structure) has the overall responsibility of national operations in Bangladesh. The position needs to ensure that all country programmes are effectively run, and positioned to grow to scale. The position will oversee the evolution of this Fund to a more nationally owned pooled funding mechanism, also enable our anticipatory action work in country and finally fundraise for additional contributions to the Start Bangladesh programmes while effectively collaborating with relevant stakeholders to change the humanitarian system. The post holder will provide leadership to the Start Bangladesh team to amplify its work to effectively service the member agencies, to diversify its programmes and donor base and contribute to the evolution of the Start Network. The position will closely oversee the relationships with the programme hosts (i.e., currently SCI and ESDO) and closely working with them to ensure hosting agencies providing quality supports to the Secretariat and platform members.  **WHAT IS START NETWORK?**  Our purpose is to be a catalyst for system-level change that improves the efficiency, effectiveness and ethics of humanitarian action. We do this by working as a network to develop, test & spread new ways of collaborating and resourcing locally-led crisis response and anticipation.  Our current membership is made up of nearly 100 local, national and international NGOs based all around the world. We also support 10 national and regional hubs made up of civil society organisations and NGOs as our vehicle for devolving power, resources and accountability.  **START NETWORK SOLUTIONS**  DECENTRALISLING & LOCALLY-LED ACTION: Shifting power and resources and decentralising decision-making to locally led networks and organisations.  EARLY & RAPID FINANCING: Building a global financing system that reduces risk, anticipates, and acts ahead of predictable crises.  COMMUNITY-LED INNOVATION: Incentivising innovative, locally led, and contextual solutions and learning from them together with people affected by crises.  For more information about Start Network and what we do, please visit our [website](https://startnetwork.org/).  **START NETWORK VALUES**  WE PUT PEOPLE FIRST: Communities come first in our decision-making and programming.  WE ARE BRAVE: We have great ambition and are willing to explore new things and take risks to achieve it  WE OPERATE COLLECTIVELY: We leverage the value of working as a network, sharing risk and resources, and learning together.  WE ARE INCLUSIVE: We see the value in diverse perspectives and work to remove the barriers that prevent voices from being heard.  WE ARE OPEN: We work transparently and with integrity, building mutual trust in all levels of our work, from governance to programming.  WE ARE ETHICAL: We behave and operate based on key principles of anti-racism, non-discrimination, and anti-colonialism. This is a work in progress.  **Start Bangladesh**  The Start Bangladesh Hub is a Network of humanitarian NGOs and relevant civil society actors supported by the Start Network (UK). The journey of Start Bangladesh started with the establishment of **Start Fund Bangladesh (SFB)** in 2017, a Start Network programme, modelled on the successful Start Fund that activates funding within 72 hours of a crisis alert. The Fund is accessible to 47 national and international member NGOs, with diverse experiences and backgrounds, operating in Bangladesh. The Fund provides rapid and anticipatory funding to humanitarian agencies through a national civil society owned mechanism that is governed by transparent, neutral, collective decision making and responsive to humanitarian crisis in any parts of the country.  To support SFB members with ‘anticipation alert’, SFB in 2019, launched the **national FOREWARN platform** (a national network of experts dedicated to improving decision-making through better forecasting and analysis) consists of academia, researchers and technical experts from diverse national institutions.  In 2020, as part of the aid localisation objectives, Start Bangladesh introduced **Organisational System Strengthening (OSS)** programme, and to further enhance the local leadership, and the organisational readiness of local and national organisations, in 2020, enabling local and national NGOs to be more accountable to affected populations. Start Fund Bangladesh is recognised as the fastest and most inclusive funding mechanism with 60% of the Fund currently being directly accessed by local NGOs. It has established itself as a successful example of civil society managed funding mechanism and reputed for its commitment towards localisation.  In 2021, the Start Network launched the **disaster risk financing (DRF)** facility, under Start Ready, to respond to predictable and modellable hazards. This enhanced Start Bangladesh’s ability to proactively address crises and thereby complementing the rapid response funding (Start Fund), as a risk layering approach, to reduce the loss and damage, and suffering of at-risk communities in the face of disaster.  In 2022, Start Bangladesh members formally initiated the process to become a Hub, as part of the global Start Network and entered into the **Hub Incubation** stage in 2023.  Today, Start Bangladesh Hub integrates a locally led governance model with three different programme streams (i.e., Start Fund, Disaster Risk Financing, and OSS) to facilitate a collaborative, locally driven, and sustainable humanitarian response model. It plays a vital role in transforming how aid is delivered, prioritizing agility, inclusivity, and community leadership. | | |
| **SCOPE OF ROLE:**  **Reports to:** Humanitarian Director, SCI  **Staff reporting to this post:**  up to 13 staff members  **Direct:**  **Indirect:**  **Budget Responsibilities:**   * Overall accountable for managing Start Bangladesh programme funding (that are disbursed through hosting agencies), and programming. * Working closely with Coordinator – Finance and Grants, SFB, to manage an operational budget of around £2.5m per annum.   **Role Dimensions**: Dhaka base with frequent field visit | | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Accountable to:**   * Programmatic report to the Start Network Head of Start Funds. The nature of the relationship is one of peer support and mutual mentoring. * Line management report to the designated line manager (Country Director/ Executive Director/ Head of Humanitarian team) of the NGO that is hosting the position.   **People Management**   * Effectively manage a team of up to 13 staff members. * As a people manager, the post-holder is responsible for managing employees and resources to achieve specific short and long term functional or organisational goals with integrity. * The post-holder will ensure team members have performance and professional development goals, that correspond with Start Bangladesh team objectives, and are well managed and monitored, ensuring results are delivered on time, within budget and to the expected quality. * Work closely with the Start Network Directorate of Network and Funds, and, as a member of Senior Management Group (SMG) to deliver on the Start Bangladesh programme objectives set out in the Start Bangladesh Business Case.  Programme Leadership  * Oversee the three programme streams in Bangladesh: Start Fund, Disaster Risk Financing (DRF) and Organisational System strengthening. * Work closely with Start Bangladesh Members to establish an effectively run governance process for Start Bangladesh and diversify its membership base. * Work closely with the Start Bangladesh Executive Committee representatives to facilitate the Committee’s strategic oversight of the programmes and members, and its link to the Start Network Global Board. * Work closely with the Start Network [Relevant Start Network teams and governance Committees] to make sure the Bangladesh programme is effectively integrated and aligned with the global function. * Establish the relevant links with other humanitarian actors in Bangladesh in a way that enables the Start Network Bangladesh programmes to draw on and include existing evidence and quality measures into the operation and evolution of the Start Bangladesh. * Serve as the central focal point for Members regarding the strategic and system level of the Start Bangladesh. * Provide support to Crisis Anticipation and Risk Financing (CARF) Technical Advisor, DRF Advisor and CARF global team for DRF in Bangladesh. * Ensure proper technical cover, and sign off, is available for Start Bangladesh team decisions when decision-making delegated by the Start Bangladesh Committee. * Lead on donor prospecting and donor relations with support from Programme Funding Manager, ensuring the fund is appropriately resourced, donors and associated awards are appropriately managed, and fundraising initiatives informed and supported. * Serve as focal point with current Start Bangladesh donors, with responsibility for MoU compliance. * Join colleagues in the Start Bangladesh team to provide occasional alert duty cover over weekends, holidays etc.   **Start Bangladesh Hub development & management**   * Working closely with the Start Bangladesh Executive Committee and Hub Development Working Group to support the transition of Start Bangladesh programmes and governance to Start Bangladesh Hub. * Support the Start Network’s Network Development team, Membership Engagement team and the Start Bangladesh Hub Coordinator in the management of the transition process.   **Programme Management**   * Lead the development of programme strategies in Bangladesh, in consultation with members and aligning with the strategy of Start Network. * Support the evolution of the Start Bangladesh programmes and Governance through championing experimental, innovating approaches to act on learning and recommendations to its processes i.e. Hubs’ development, crisis anticipation and risk financing, Start Financing Facilities and collective innovations. * Proactively drive efforts to use evidence and learning from the Start Bangladesh programmes to influence other (institutional) donors in Bangladesh. * Seek buy-in for the Strategy from the General Committee, Executive Committee, the Start Network Board, the Start Fund Committee and Members’ Assembly as and when appropriate. * Responsible for supporting incident management, related to the Start Bangladesh.   **Start Bangladesh learning**   * Oversee the development of learning mechanisms that evidence the outcomes and impact of the Start Bangladesh at the project, crisis and system level. * Provide strategic guidance and support to MEAL Coordinator in knowledge management, impact analysis and evidence generation * Proactively drive efforts to use evidence and learning from the Start Bangladesh programmes to influence key stakeholders in Bangladesh i.e. donors, government, humanitarian actors. * Ensure that the Start Bangladesh programmes and governance feeds into the overall portfolio learning. * Oversee compilation of the Bangladesh contribution to the Start Network annual report. * Oversee the commissioning of agreed ‘spot check’ audits for the Fund and oversee the due diligence mapping of the Fund and related measurement and evaluation.   **Start Bangladesh representation and profiling**   * Represent the Start Bangladesh at national and international meetings (incl. government, HCTT and other humanitarian stakeholders). * Active engagement with the national Humanitarian Coordination Task Team (HCTT) as HAG (Humanitarian Advisory Group) member and co-Lead of Localisation Technical Working Group (LTWG). * Represent the Start Bangladesh at the Start Network Annual Assembly. * Establish robust relationships with Start Network’s different streams of work to ensure opportunities and innovations from the Start Bangladesh programmes can be taken to scale through other Start Network programmes. * Should it be necessary, brief the Start Network Director of Network and Funds and the Head of Digital and Communications on any media enquiries relating to the Start Bangladesh. * Establish and maintain both way communication with multiple implementing entities i.e. the Host agencies (i.e., SCIBD and ESDO), Start Bangladesh member agencies, Executive Committee, General Committee, the Project Selection Committee and the Start Network Platform. * Establish and maintain both way communication with donors (and their country offices) funding the different workstreams.   **Start Bangladesh Partnership and Networking**   * Broker partnership among multiple entities and external stakeholders to evolve the mechanism towards a network of networks. * Inspire and motivate members and FOREWARN technical partners to be ambitious in driving system change initiatives collectively while actively managing expectations. * Support Partnership Coordinator to systematise organisational system strengthening initiatives, generate ideas and take partnership behaviour change initiatives with and among members.   **Start Bangladesh Communication and Advocacy**   * Work closely with Start Network Head of External Affairs and Advocacy to review and roll out communication strategy. * Work with the Start Bangladesh members in identifying advocacy issues, design advocacy strategy and facilitate advocacy initiatives through Start Fund member agencies. * Participate in different national, regional and international forums to share evidence and impacts and to build opinions.   **Organisational Systems Strengthening**   * Work with selected local NGO members to facilitate the co-creation of their organisational system strengthening plan. * Design and execute investment systematically to equip them with requires tolls and resources alongside mentoring and coaching.   **Start Bangladesh Hosting agency**   * Work closely with the two host agencies (that are hosting the three programme streams and relevant staff members) to ensure compliance requirements are met, and aligned with Start Network and in between the two hosting agencies. * Accountable for managing a healthy working environment and relationship between the Start Fund Bangladesh Secretariat and the different relevant teams/units of Host agency. * Support Host agency to identify and manage risks following an agreed Risk Matrix. * Organise annual Health Check engaging team members from Start Fund and Host agency. * Consult with Line Manager as and when required for strategic direction and trouble shooting.   **Budget**   * Overall accountable for managing Start Bangladesh programme funding (that are disbursed through hosting agencies), and programming. * Working closely with Coordinator – Finance and Grants, SFB, to manage an operational budget of around £2.5m per annum.   **Start Network culture**   * To carry out the responsibilities of the role in line with the Start Network Code of Conduct and with a commitment to safeguarding adults and children. * A commitment to the Start Network vision, principles, values and approach. * The Start Network team is an agile group of individuals who use their experience and skills across the network, so flexibility to work in and with different teams and functions is a part of our culture. | 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| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved   **Ambition:**   * Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same * Widely shares their personal vision for Save the Children, engages and motivates others * Future orientated, thinks strategically.   **Collaboration:**   * Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * Values diversity, sees it as a source of competitive strength * Approachable, good listener, easy to talk to   **Creativity:**   * Develops and encourages new and innovative solutions * Willing to take disciplined risks   **Integrity:**   * Honest, encourages openness and transparency | | |
| **QUALIFICATIONS**  Academic: Masters degree, preferably in Development Studies/Disaster Management/Social Science. | | |
| **EXPERIENCE:**  **EssentiaL**  **Working Experience:** At least 10 years’ experience in strategy, planning and implementation in a relevant sector   * Significant experience in managing large and complex programmes involving multiple stakeholders. * Demonstrable ability in financial management of budgets over £10m.   **Technical Skills:**   * Strong understanding of the localisation agenda and the specific national/local civil society context in Bangladesh. * Experience of process design and process planning leading to improvements in efficiency and value-for-money. * Demonstrable ability in resource mobilisation and in award and financial management. * Proven ability to drive a strategic agenda. Influence stakeholders to address difficult or complex issues by listening to diverse perspectives, finding common ground and avoiding criticism or complaint. * Good understanding and experience of interagency collaboration and partnerships. Extend trust-building in others by giving them opportunities to lead, the chance to share their perspective and safe space to discuss lessons learn. * Generate and support implementation of ideas that have impact at organisational, network and/or humanitarian systems-level by promoting these ideas to relevant internal and external stakeholders. * Enable the network to develop in a way that embraces diversity and creates space for local and national agencies to gain power by driving the vision, mission and purpose and defending it against those who do not support it * Create and promote a learning culture, authentically sharing own learning and supporting others to do the same at organisational, team and network level. * Set strategic direction and provides clarity of vision, purpose and culture, enabling space for the team, members, Hubs and other stakeholders to shape the journey.   **Personal Skills:**   * A confident communicator and networker with excellent networking and relationship-building skills, and the confidence to work with people at all levels of seniority and from different backgrounds. * Ability to multi-task, to prioritise work and manage competing demands across time zones. * An effective leader who can enthuse the team and take the initiative working independently. * Being open –practicing humility, embracing new ideas, being approachable and positive about change. * Being brave –challenging ideas and practices where they do not work, not afraid to be wrong and accept constructive feedback, taking calculated risks. * Able to reprioritise and shift focus in response to changing needs of the organisation or network by being aware of how your role sits in the system. * Coach others across the member organisations through formal and informal channels, actively developing talent. * Strong written and verbal communication skills in Bengali and English.   **DesirablE**   * Post-graduate degree in relevant discipline (e.g. humanitarian, international development). * Experience in start-up companies/organisations.   Attitude:  To work in team  To protect children in connection  To be non-discriminatory and gender sensitive | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy. | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by:** | **Date:** | |
| **JD agreed by:** | **Date:** | |
| **Updated By:** | **Date:** | |
| **Evaluated:** | **Date:** | |