



HPN Head of Development and Partnerships Humanitarian Policy Group

Ref.: HPG0623

Location: Regional Operational Humanitarian Hub

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ODI is an equal opportunities employer.

The ODI is a Charitable Company limited by guarantee:
Charity No: 228248. Registered in England and Wales: Company No: 661818.

Candidates are strongly advised to study ODI's activities and objectives before completing an application form. Further information can be found on odi.org.

An introduction to ODI

Who we are

ODI is a leading global affairs think tank. We inspire people to act on injustice and inequality. We focus on research, convening and influencing, to generate ideas that matter for people and planet.

ODI has around 200 staff, most of whom are researchers with the remainder providing a range of communications and professional expertise.

What we do

We lead thinking and agendas to deliver transformational change and bring about a global sense of resilient, just and equitable prosperity.

- We undertake cutting-edge research and analysis to generate evidence, ideas and solutions.
- We act as trusted, expert advisers to those making change around the world.
- We bring people together to turn ideas into action.
- We communicate our work around the world to increase its reach and impact.

Our work

Our work addresses four key global challenges:

1. Shaping the future of global cooperation
2. Tackling the climate, environment and biodiversity crisis
3. Fostering a more equitable and sustainable global economic order
4. Advancing human rights, addressing conflict and promoting peace

Digitalization cuts across these global challenges and is also a key focus of our work. Across these themes, we explore the tools and approaches needed to enable progress and address risks.

Our values

ODI is guided by four core values. Together we are **fearless, inspirational, rigorous** and **ethical** (F.I.R.E) in all that we do.

F.I.R.E

ODI's Values-Behaviour Framework

Values

Fearless

Guiding Principles

We have the courage to take an independent perspective
We are not afraid to challenge the status quo
We are agile and prepared for change
We speak out against injustice and unacceptable behaviour

Inspirational

We are passionate about our mission and purpose
We are truly international, working in partnership to tackle issues of global and local concern
We strive for excellence and to be the best at what we do
We aim to be a positive influence for change

Rigorous

We are experts in our field
We are socially and culturally aware
We ensure high quality analysis and evidence that is robust
We facilitate the transformation of ideas to policy

Ethical

We act in accordance with our Codes of Conduct
We are zealous in our safeguarding & ethical research practices
We abide by our written rules on business ethics
We believe in transparency, openness, honesty, fairness and integrity in everything we do

Attitudes & Behaviours

- We are passionate about our mission and work as one to achieve our purpose;
- We are committed to being the best, striving for quality and excellence in everything we do;
- We work strategically and in partnership to deliver shared goals;
- We are wholehearted in working to our stated values, codes of ethics & conduct;
- We take care to work within the boundaries set by the legislature, funders, regulators and professional bodies;
- We respect and celebrate the diversity of the places and cultures in which we operate;
- We strive to be inclusive and are active in promoting a supportive work environment;
- We are proud to work for ODI, promoting the good reputation and image of the organisation, wherever we may be in the world.

Job description

Job Title:	Humanitarian Practice Network (HPN) Head of Development and Partnerships
Department/Group:	Humanitarian Policy Group (HPG)
Responsible to:	Director of HPG
Responsible for:	HPN Coordinator

Profile

The Head of Development and Partnerships is a senior, well-established and well-networked individual within the humanitarian sector at a local, national and regional level. They will develop the Humanitarian Practice Network as it grows into a partnerships model. They will be responsible for cultivating and managing the relationships with these partners, as well as fundraising for ongoing support for HPN, from an increasingly diverse pool of donors. They will be based in a regional operational humanitarian hub.

Purpose of Job

The Humanitarian Practice Network (HPN) Head of Development and Partnerships is responsible for leading the design and development of a reconfigured HPN. Based on a review that was carried out in mid-2023 it is currently envisaged that this will take the form of a network of at least five institutional partnerships with national and local organisations or networks, which the Head of Development and Partnerships will be responsible for cultivating and managing on an ongoing basis. The Head of Development and Partnerships will also be responsible for the overall financial management of HPN, including fundraising for ongoing support for HPN from an increasingly diverse pool of donors, developing and managing the annual budget and liaising and reporting to donors.

Reporting to the Director of HPG, the Head of Development and Partnerships will have a significant degree of autonomy to achieve the overall goal of enabling HPN to become more representative and to reflect the experience and opinions of a wide and truly global humanitarian community.

The Head of Development and Partnerships will line manage and oversee the work of the HPN Coordinator, whose role it will be to continue the timely and high-quality production of HPN's current products: online articles and blogs, Network Papers, Good Practice Reviews and the *Humanitarian Exchange*.

Main Duties and Responsibilities

- Overall responsibility for leading the design of the reconfigured HPN and establishing at least five strong and diverse partnerships with local, national and regional organisations or networks.
- Develop a management framework for the newly reconfigured HPN and manage the partner organisations on an ongoing basis.
- Secure additional funding for the reconfigured HPN structure through developing relationships with donors and preparing appropriate proposals.
- Lead on the implementation of the new vision for HPN by working with the HPG communications staff to ensure that it is well communicated and understood by all relevant stakeholders.
- Convene and direct stakeholder gatherings and consultations as required to facilitate collaboration between partners and network members.
- Initiate and maintain contact with a wide range of actors in the humanitarian sector to ensure that HPN currently and in future is informed by, reflects and fosters debate on critical humanitarian issues.
- Through the line management and oversight of the HPN Coordinator, responsibility for the timely and high-quality production of HPN articles, blogs, Network Papers, Good Practice Reviews and the *Humanitarian Exchange*.
- Overall responsibility for the financial management of HPN, including responsibility for developing and managing HPN's annual budget and liaising and reporting to donors.
- Ensure that HPN contributes to the achievement of wider HPG and ODI goals, including interacting closely with HPG's Advisory Group, particularly those members with a particular focus on HPN.
- Represent HPN at high-level meetings and events as necessary.

All staff are expected to:

- Positively support equality of opportunity both within ODI and externally.
- Help maintain a safe working environment and take responsibility for own and colleagues' Health and Safety.
- Undertake such other duties within the scope of their post as may be requested by their Manager.

Key Relationships and Contacts

Internal: Deputy CE & Managing Director of ODI, HPG Director of Programme, HPG staff, Communications and Programme Management colleagues. Research colleagues in other ODI programmes working in fragile and conflict settings.

External: Local, national and regional humanitarian networks; local, national and international NGOs; local, national and international humanitarian actors; new and established donors; academic institutions and individuals.

Person specification

Essential

- Substantial senior-level experience in the field of humanitarian action, including operational field-based experience with humanitarian aid agencies.
- Demonstrable organisational and/or network development experience and skills.
- Substantial networking skills and collaborative and entrepreneurial approaches to building relationships.
- Strong personal networks amongst several local and national humanitarian communities.
- Demonstrable commitment to equity, fairness and representation within institutional and individual relationships.
- Demonstrable ability to lead a diverse range of stakeholders and participants towards a collective goal.
- Wide knowledge of issues and debates within humanitarian policy and practice.
- Strong writing and communication skills in English and another language.
- Demonstrable experience of translating ideas into fundable projects, fundraising and of strategic and financial management.
- Good project management skills.
- Willingness to travel.

Desirable

- Experience in a research or policy analysis environment.
- Experience with collaboration, networking or membership organisations or networks.
- Experience of organising events.

Application process

ODI job site: <https://odi.org/en/careers/>

Expenses: It is our policy to only support the travel expenses to attend an interview for those who are travelling from outside the UK. Please contact the HR Department to discuss this and to ensure their approval prior to booking.

Terms of employment

Location: Based in regional operational humanitarian hub

Salary: Competitive salary. Starting salary will be dependent on qualifications and experience, and subject to review.

Part of a generous remuneration package (including benefits such as: complementary pension scheme /or contribution as percentage of annual salary, allowances/benefits package appropriate to the location of the role, generous annual leave entitlement, and enhanced maternity, paternity and family friendly policies.)

Contract: Fixed-term

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