

**Vacancy: ECHO Partnership Manager
Plan International EU Office (EUO)
Brussels, Belgium**

Plan International is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We strongly encourage women, minorities, individuals with disabilities or members of other underrepresented groups to apply. In addition, if you do not meet all the requirements and are very interested in the position, you can still apply by letting us know what you would bring to the work of Plan International.

ABOUT PLAN INTERNATIONAL



Plan International (PI) is a rights-based development and humanitarian organisation working for equality for girls and better lives for all children. We are independent of government and have no political or religious affiliation. We support children's rights from birth until they reach adulthood. We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. And it is 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 all children and especially girls. We are

active in over 75 countries across the world. The purpose and ambition of Plan International EU Office (EUO) is to advance children's rights and equality for girls in particular in the EU's external action. We work with the EU in its three roles as a policy-maker, donor and promoter of human rights.

ROLE SPECIFICATION

Plan International has scaled up its humanitarian work and operations, and is now recognised as one of the global leaders, for example in child-centred DRM, based on PI's gender transformative approach. PI works in partnership with the world's largest humanitarian donors, including the EC Directorate-General for European Civil Protection and Humanitarian Aid Operations (ECHO).

Within this context, the EUO acts as the Global Account Management (GAM) holder for ECHO and INTPA on behalf of Plan International (PI). As such, the EUO Partnership Team oversees the overall donor engagement strategy with ECHO, INTPA and NEAR and steers the fundraising process, aiming to maximise the income potential for PI as a whole and to influence the EU around PI priorities and approaches.

The ECHO Partnership Manager is responsible to ensure that there is a coherent and managed approach and collaboration within Plan International towards ECHO, presenting a "One Plan" face to the donor and maximising the value of the partnership for Plan International as a whole. Recognising the confederated nature of Plan International and the different responsibilities at different levels, the post holder will be expected to build effective relationships with all National Offices (NOs), Regional Offices (ROs), Country Offices (COs) and Liaison Offices (LOs). The post holder will be expected to lead on the building and maintenance of relationships with relevant EU institutions and civil society organisations networks in Brussels on behalf of Plan International.



The ECHO Partnership Manager will deepen partnerships with the EU institutions, partners and across PI. The post holder will consult, cooperate, and capitalise on existing organisational strengths and will be supported with access to all PI member Organisations' relevant technical resources.

The ECHO Partnership Manager will play a critical role in supporting the strategic leadership role of the Head of Office / EU Representative of Plan International EUO in scaling up Plan International's partnership with ECHO and will work in close collaboration with the INTPA Partnership Manager and Head of Influencing.

KEY RESPONSIBILITIES

Strategy- Establish and lead Plan International's resource mobilisation and engagement strategies with ECHO:

- Represent Plan International at Brussels level in its engagement with DG ECHO and robustly position Plan International as a global organisation in its relationship with ECHO.
- Work to influence and shape ECHO strategies and funding decisions according to Plan International priorities, while ensuring PI is presented as a strong, effective humanitarian organisation to ECHO.
- Facilitate the development and strengthening of strong strategic partnership between Plan International and ECHO, both directly at HQ level but also at the country-level by supporting PI National Offices and PI Country Offices in their engagement with ECHO.
- Monitor and analyse relevant ECHO trends and potential changes to ECHO funding, and provide strategic advice to Plan International's Certified Partners and Country Offices on opportunities to prioritise and pursue.
- Develop clear protocols for sharing information, communicating and engaging with ECHO across the organisation.
- Gather, store and disseminate donor information and funding intelligence (country-specific and global).
- Monitor, analyse and report on factors related to Plan International success rate with ECHO, including comparison with peer INGOs, in cooperation with the Partnership Officer.
- Foster a culture of cooperation, learning and exchange in the federation and support communication activities.
- Provide to the Head of Office with strategic input into direction setting related with regard to ECHO trends, support cohesiveness of messaging and approaches and the alignment of agreed priorities.

Implementation and technical support – Set up effective systems and processes to assist Plan's implementation & management of ECHO contracts:

- Maintain an overview of PI's internal coordination mechanism for ECHO funding opportunities to ensure smooth, effective and fair distribution of funding opportunities amongst all PI Certified Partners, maximising the benefit for the entire federation.
- Monitor, analyse, report and advise on relevant donor requirements, application and implementation procedures.
- Maintain systems for collating lessons learned and good practice for Plan International on its engagement with ECHO funding opportunities.
- Provide technical assistance and compliance support on running ECHO grants, including potential advice and support on audit preparations and other financial matters.
- Lead on the ECHO technical committee composed of Plan International entities, notably to facilitate the exchange of best practices from ECHO projects.
- Advise Country Offices, Regional Offices and Plan International GH of necessary means for strengthening PI's approach to emergencies in order to access ECHO funding (preparedness, capacity, early response, anticipation, mode of operations, engagement with ECHO at country level, structural and operational issues, response modalities).
- Identify areas for, develop and roll out capacity-building tools- mainly training materials, but also briefing papers on contract compliance issues, in cooperation with the Partnership Officer.
- Deliver trainings and continuous support to National Offices, Country Offices and other stakeholders where needed.
- Support National Offices of PI in their Partnership Certificate application process, especially to ensure consistency in the way Plan is presented to the donor (a "One Plan" face to the donor).

Networking and outreach:

- Represent Plan International in relevant Brussels networks and fora such as for example VOICE. In particular, take an active lead in VOICE's Humanitarian Partnership Watch Group.

- Communicate and engage with the EU on strategic/programmatic and operational issues as relevant across the organisation.
- Represent Plan International at meetings or events with ECHO, EU institutions and other relevant external stakeholders.
- Represent Plan International EU office in all relevant DRM and programmes networks within Plan International.
- Represent and profile/position PI as a leading humanitarian actor and showcase the work of PI at key programmatic influencing opportunities, building allies and supporters at EU level.

Coordination and leadership:

- This role will report to the Head of Office, will prepare key strategy documents and initiatives for decisions on ECHO and will participate at the Management and Coordination team of the EUO where relevant.
- To liaise and coordinate closely with the Head of Office, INTPA Partnership Manager and the Head of Influencing.
- Represent the EUO in networks and meetings within PI as relevant to the role and as mandated by the HoO, participate in training and other activities as required, perform other tasks as per requested by the HoO.
- To work cooperatively and supportively with the Plan International EUO team and with other Plan International entities.
- To ensure that all activities undertaken on behalf of Plan International, externally or internally, are implemented in accordance with the overall aims of the organisation and in line with Plan International policies and procedures.
- Contribute to internal efforts to resolve cross-cutting issues relevant to EU engagement.
- To ensure supervising trainees in a collaborative and supportive manner.

PROFILE

Experience and knowledge

- At least 5 years of professional experience in a related field.
- In-depth understanding of issues relating to humanitarian emergencies and emergency responses in complex environments.
- Solid experience in leading institutional donor strategies.
- Proven track record in raising significant funds from major donors, including ECHO.
- Experience of implementing emergency programmes (including ECHO), ideally at both country and headquarter levels, including deep understanding of ECHO rules and compliance.
- Good knowledge of ECHO's structure and functioning at Brussels, regional and country levels.
- Experience in facilitating trainings and workshops.
- Network/relationship management experience, preferably with EU personnel or similar institutions. Experience in similar organisations to Plan International is considered an asset.
- Be a dynamic and proactive member of the PI EUO Team.
- Proven experience on and a passion for child rights, girls' rights, and gender equality.
- A passion for, understanding and demonstrable commitment to women's rights and human rights-based approaches, gender equality and inclusion, as well as the role of girls, children, young women and young people as agents of change in emergency settings and crisis.

Skills and personal qualities

- Commitment to Plan International values and purpose.
- Fluent in oral and written English. Working knowledge of any other language will be considered an asset.
- Excellent communication, networking, collaboration, consensus-building, diplomacy and inter-personal skills, including the ability to influence decision makers at the EU level and within Plan International.
- Excellent strategic, analytical and problem-solving skills.
- Intuition for success, results focused and ability to work to a consistently high standard, managing stress effectively whilst prioritising multiple tasks and competing deadlines.

- Excellent coaching, training and facilitation skills.
- Capacity to work in a multi-cultural environment.
- Ability to meet deadlines under pressure.
- Willingness to travel to project locations where appropriate.

PLAN INTERNATIONAL 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.

WORKING CONDITIONS

- **Based in:** Brussels, Belgium (Plan International EU Office, Galerie Ravenstein 27, 1000 Brussels, Belgium, 3rd floor)
- **Duration:** 1 year contract with possibility of extension to a permanent contract.
- **Status:** Full-time (5 days = 37.5 hrs. /week).
- **Salary:** Based on experience and according to standards of similar INGOs at Brussels-level.
- **Benefits:** 20 legal holidays + 4 PLAN International holidays, pension scheme, life insurance cover, hospitalization, dental and outpatient cover, meal vouchers, work-related public transport costs.
- **Travel:** Yes, travel might be necessary depending on need, within or outside Europe, including to projects and operations.
- **Reporting:** The position reports to the Head of Office/EU Representative, Plan International EU Office.

HOW TO APPLY

If you meet the skills requirements above and are interested in applying for this post, please send your CV (no Europass) and cover letter in English to EUORecruitment@plan-international.org with "Application: ECHO Partnership Manager" in the subject.

Deadline for applications is the 15 May at 23:59, Local Time in Brussels, Belgium. Interviews will take place end May and beginning of June.

Applications received after the deadline will not be reviewed. Please note that only shortlisted candidates will be contacted. If you **do not hear back from us until 27th of May 2022, unfortunately your application has been not considered.**

THANK YOU FOR YOUR TIME, ENERGY AND INTEREST IN OUR WORK!

