

JOB DESCRIPTION

Job Title	Associate Director, Technical Development (Maternity Leave Cover for 12 months)
Grade	PO8
Department	Operations
Reports to	Director of Operations
Job Location	London, United Kingdom
Duration	12 months
Working Hours	37.5 hours per week
Salary Band	£57,230 – 62,661 Gross per annum

JOB PURPOSE

For almost 40 years, across nearly 50 countries, we have led the global fight against hunger. We save the lives of children and their families. We are there for them before and after disaster strikes. We enable people to provide for themselves, see their children grow up strong, and build prosperous communities. In 2017, Action Against Hunger reached over 20 million people.

The primary objective of the Associate Director, Technical Development is to provide leadership and implementation of a portfolio of technical activities, focused on driving the generation, dissemination, uptake, and use of evidence for prevention and treatment of wasting. This will include playing a critical role to support best practice and robustness of the evidence generated as well as helping to transform evidence into policy and programmatic changes on a global scale. Supported by the UK-based Technical Secretariat Team, which includes expertise on research design and implementation, economic evaluations, coordination and partnership, and dissemination, uptake, and use.

The role will involve significant external representation and engagement with senior stakeholders across priority nutrition agencies and donors, and coordination of external partners to build and strengthen partnerships. It will also involve working within Action Against Hunger as a [No Wasted Lives](#) Coalition member and in alignment with the organisation's [SAM2020 Agenda](#) to continue proposal development and fundraising to support the expanded development of this exciting initiative.

This position is a 12 months maternity cover role.



KEY DUTIES AND RESPONSIBILITIES

Strategic Leadership, Influencing, and Engagement (50%)

Support the transformation of the management of wasting, by driving generation, uptake and use of cost-effective approaches for treatment and prevention through technical leadership and coordination. This includes management of the Technical Secretariat Team (of four people) to deliver core action areas, including:

- *Generation and use of new evidence on wasting:* through management and technical coordination of a portfolio of research projects (and partners) and targeted technical support (research design, implementation, economic evaluations, uptake and use). Support primarily aimed at portfolio level to provide value add across multiple studies with complementary goals and objectives. With support from the Nutrition Programme Manager, Research Advisor, and Uptake & Communications Advisor.
- *Drive better data systems for wasting:* to support uptake and use of new evidence and data at global and country levels. Oversight and management of the State of Acute Malnutrition website as a common platform for all data, resources, evidence and updates on wasting, including the facilitation of Communities of Practice to facilitate learning in new areas of emerging evidence. With support from the Uptake & Communications Advisor and Communications and Knowledge Management Officer.
- *Coordination and facilitation of support to the global technical advisory group:* Including planning of annual meetings of The Council of Research & Technical Advice on Acute Malnutrition (CORTASAM) and development of action plans and delivery of supporting priority actions (including reviews, analyses and updates to the Global Research Agenda for Wasting) to drive coordinated action, learning, and use. With support from the Research Advisor and Uptake & Communications Advisor.
- *Global Coordination and Partnerships:* Active participation and representation in key technical discussions at global and regional levels to facilitate coordination and alignment. Includes efforts to strengthen existing and build new partnerships within the No Wasted Lives Coalition as well as other NGO, UN, and donor partners.
- *Regional/Country Efforts:* work with regional and country partners to support uptake and use of global products, data, and evidence.

Proposal Development & Resource Mobilisation (30%)

The Associate Director, Technical Development, with support from the Technical Secretariat Team, will play a critical role to lead the development of new proposals and resource mobilisation supporting the generation, uptake, and use of new evidence on prevention and treatment of wasting in 2021 and beyond. Key activities include:



- *Learning Review*: use of the consolidated learnings and progress achieved across current technical activities, including identification of priorities and outstanding gaps for continued and expanded technical efforts.
- *New proposal development*: work with the Technical Secretariat Team as well as the UK-based Monitoring, Evaluation and Learning (MEAL) team to develop new proposals focused on leveraging existing work and developing new areas to address outstanding gaps and needs.
- *Donor Engagement*: working with the Fundraising and Programme Funding teams at Action Against Hunger to mobilise funding opportunities as well as with the No Wasted Lives Coalition and donor partners for broader funding opportunities.

Grant Oversight (10%)

Overall responsibility for effective delivery of technical grants and contracts held by Action Against Hunger UK. To ensure high quality implementation, achievement of grant-specific targets, and alignment and integration with key global strategies, including Action Against Hunger, the No Wasted Lives Coalition, etc. This includes:

- Project Design and Implementation: ensure optimal use of funds to maximise impact for the current grant portfolio.
- Budgetary and financial oversight: ensure UK and sub-grant budgets are efficiently and effectively used. Day-to-day monitoring managed by the Nutrition Programme Manager under the supervision of this role.
- Management of the UK-based team and implementing partners to ensure high quality grant delivery, including sub-grantee management and UK team activities and deliverables.
- Focal point for donor and key partner relationships.

Maximise Impact and Learning within Action Against Hunger (10%)

Act as the UK representative in the Action Against Hunger global network to:

- Drive best practice in Action Against Hunger UK's portfolio of research, innovation, and uptake and learning grants and activities that are linked with the objectives of No Wasted Lives and Action Against Hunger's SAM2020 Agenda.
- Support network coordination as a representative on Action Against Hunger's Research Senior Working Group and working with the International Scientific Committee to lead the:
 - Evaluation of the Research Strategy for 2016-2020;
 - Development of the new Research Strategy for 2021 – 2025;
 - Documentation of global efforts and best practices in the Action Against Hunger Annual Research Review publication and Knowledge Hub platform.
- Support cross-sectoral coordination across the Action Against Hunger global network.
- Represent Action Against Hunger externally and facilitate Action Against Hunger events focused on research and evidence on wasting.

The role will be required to undertake any other duties as reasonably required.



DIMENSIONS

Management of the UK-based technical secretariat team and staff
 Strategy, grant and budget oversight of technical grants at Action Against Hunger UK, working with staff who will provide day-to-day monitoring and implementation

DECISIONS AND JUDGEMENT

The job involves working within organisation policies and using wide discretion and initiative over a very broad area of activity, with little access to others. The job is subject to general managerial direction.

PERSON SPECIFICATION

Essential	<p><i>Demonstration of senior and leadership experience and expertise in public health nutrition</i></p> <ul style="list-style-type: none"> • Significant experience working in senior level positions within the public health sector and with a focus on nutrition; • Masters Degree level or higher in nutrition, public health or other related field.
Desirable	

Experience required

Essential	<p><i>A proven track record of being a strategic-thinker, high performer and results oriented professional managing a team</i></p> <ul style="list-style-type: none"> • Demonstrable experience working for international donors, policy makers and/or other high level coalitions in nutrition, SAM or a related discipline; • Demonstrable skills in creating, establishing and negotiating senior-level and strategic relationships with various stakeholders; • Experience working in and driving action with coalition or network groups; • Strong coordination and influencing skills linked with efforts to support advocacy and mobilisation of resources; • Extensive experience as a manager and the ability to motivate, coach and lead a diverse and globally-based team;
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- Good level of interpersonal skills with a high level of English written and oral communication levels.

Experience and expertise working in the development and humanitarian sectors

- Demonstrable experience working on the prevention and treatment of acute malnutrition and Community-based Management of Acute Malnutrition (CMAM) in African and South Asian contexts;
- A strong understanding of the global health and nutrition operational and policy environment specific to acute malnutrition;
- Demonstration of active engagement in wide and senior-level global health and nutrition networks to influence global policies and programmes for acute malnutrition;
- Ability to write clearly and succinctly, for a range of audiences, from lengthy formal submissions to short articles for social media or blogs.
- IT literate (Microsoft and finance packages);
- Ability to travel globally (on short notice);
- Demonstrable experience and/or personal commitment to promoting gender equality and diversity.

Desirable

Competencies required

Self Confidence: Shows tenacity, persistence in seeking goals until appropriate answer/solution is received. Does not step down in face of adversity or seniority.

Initiative/Innovativeness: Generates new ideas and original solutions to problems. Remains effective even when information is unclear or little guidance is available.

Decision Making: Ensures proper time is given for consultation around decision being considered. Communicates decisions and ensures they are incorporate into policies and procedures.

Influencing/persuasive: Uses a range of different approaches to build consensus and support.

Quality: Set standards in work and document lessons learned and apply them to future projects.

Communication: Considers the best method for the audience and ensures evaluations are meaningful part of programming and play a key role in knowledge management.

Analytical and critical thinking: Is logical and systematic in approaching issues and considers alternatives and makes choices. Able to identify and clarify what is important and bring into a coherent framework.

Self Confidence: Shows tenacity, persistence in seeking goals until appropriate answer/solution is received. Does not step down in face of adversity or seniority.

Initiative/Innovativeness: Generates new ideas and original solutions to problems. Remains effective even when information is unclear or little guidance is available.



Decision Making: Ensures proper time is given for consultation around decision being considered. Communicates decisions and ensures they are incorporate into policies and procedures.

Influencing/persuasive: Uses a range of different approaches to build consensus and support.

Quality: Set standards in work and document lessons learned and apply them to future projects.

Communication: Considers the best method for the audience and ensures evaluations are meaningful part of programming and play a key role in knowledge management.

Agreed

Date

Authorised

Reviewed on
