

JOB DETAILS

Title:	Disaster and Emergency Programme Manager
Duration:	Fixed Term contract to 31st December 2025
Location:	Remote
Salary:	€55,000 - €65,000, (full time equivalent), 2 days per week (14 hours per week) ¹
Reporting to:	Head of National Services

BACKGROUND INFORMATION

The Irish Red Cross Society (IRC) is part of the world's largest independent humanitarian network, the International Red Cross and Red Crescent Movement. The IRC is committed to, and bound by, its Fundamental Principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality. The vision of the Irish Red Cross is to be a leading humanitarian organisation, providing impartial services and support to vulnerable communities both at home and abroad. Our mission is to identify and deliver humanitarian assistance to those who are most in need.

SUMMARY OF ROLE

The Disaster and Emergency Manager plays a crucial role in developing and implementing Irish Red Cross's disaster preparedness, climate adaptation, and emergency response strategies domestically. This position based in Ireland contributes to fundraising efforts, facilitates the implementation of IFRC's Preparedness for Effective Response (PER) process, coordinates with domestic preparedness, response and recovery actors, manages disaster-related projects and responses. Working to build and support branch capacity in disaster preparedness, climate adaptation, and emergency response, the role will focus on the achievement of Irish Red Cross desired Disaster and Emergency outcomes in its 2025-2030 Strategy.

ROLE RESPONSIBILITIES

Strategic Development and Fundraising

1. Contribute to fundraising initiatives focusing on:
 - Climate adaptation
 - Disaster preparedness
 - Community preparedness
 - Emergency response

¹ This role is assigned to the Job Family of: Programme Manager. The Irish Red Cross has 6 Job Families: Secretary General; Senior Manager; Programme/Project Manager; Coordinator; Development, & Admin; Administration.



2. Working through IRC branch structure, develop strategies to enhance IRC's domestic capacity in disaster risk management and climate resilience.

Technical Facilitation and Coordination

1. Facilitate the roll-out of the IFRC Preparedness for Effective Response (PER) process within IRC in coordination with the branches.
2. Coordinate with local actors to develop and implement:
 - Climate-related activities
 - Preparedness initiatives
 - Recovery programs
 - Response activities
3. Provide necessary information to the Head of National Services and other senior managers and membership structure as required.

Project Management and Supervision

1. Line manage future disaster preparedness and climate adaptation project managers.
2. Supervise projects and build capacity of branches to ensure achievement of defined outcomes.
3. Oversee and manage Flood Scheme responses when they occur.

Emergency Response and Preparedness

1. Contribute to the development and maintenance of IRC's emergency preparedness and response procedures and plans working through the branch structure.
2. Ensure IRC's alignment with national emergency management frameworks and IFRC guidelines.
3. Participate in pre-disaster meetings and agreements with relevant stakeholders.

Capacity Building and Training

1. Organise and conduct training sessions on disaster preparedness and response for IRC staff and volunteers to include surge capacity in response to an emergency.
2. Lead by the membership and branch structure, develop and maintain emergency response protocols and standard operating procedures.

ROLE REQUIREMENTS

Essential Criteria

1. Education:
 - Master's degree in emergency management, disaster risk reduction, humanitarian action, or a related field
2. Experience:
 - Minimum 8 years of experience in emergency response, disaster risk reduction, and disaster preparedness
 - Proven track record in developing and implementing multi-hazard response frameworks



- Experience in coordinating with various stakeholders, including government agencies and NGOs
3. Knowledge and Skills:
- Strong communicator proficient in communicating with a range of stakeholders.
 - Ability to bring groups together and motivate them to align to a shared vision.
 - In-depth understanding of IFRC best practices and guidelines for disaster risk management
 - Strong knowledge of multi-hazard risk assessment and management approaches
 - Excellent project management and coordination skills
 - Excellent leadership abilities
4. Certifications:
- Relevant certifications in climate change adaptation or disaster risk management

Desirable Criteria

1. Experience:
- Understanding of the Irish Red Cross membership structure
 - International experience in disaster response, climate adaptation and preparedness initiatives
 - Track record of successful fundraising for climate and disaster-related projects
2. Knowledge and Skills:
- Familiarity with climate adaptation and community resilience concepts
 - Understanding of the Sendai Framework for Disaster Risk Reduction
 - Knowledge of Irish emergency management frameworks and structures
3. Additional Qualifications:
- Experience in fundraising or grant writing for disaster-related projects
 - Familiarity with GIS and other technological tools used in disaster management

FURTHER INFORMATION

The Irish Red Cross is an equal opportunities employer. We value diversity and aspire to reflect this in our workforce. We welcome applications for people from all sections of the community, irrespective of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community. This role requires applicants to have the right to work in Ireland.

This is a remote employment role with frequent travel within Ireland related to project activities and regular travel to the Irish Red Cross Head Office in Dublin for project coordination meetings.

This is a part time position, 14 hours per week.

The appointment may be subject to Garda Vetting clearance.

APPLICATION PROCESS

To apply for this role, please forward a copy of your CV, together with a cover letter (both in English) setting out how you meet the essential and desirable criteria for this role to:

jobs@redcross.ie

Your email should contain Disaster and Emergency Programme Manager in the subject line. Applications should be in .pdf or MS Word format, and with file names in the following format: **<Surname>, <First name> - CV and <Surname>, <First name> - Cover Letter**

The closing date for applications is February 24th 2025

Shortlisting for interview will be on the basis of the essential and desirable criteria for this role.

It is intended to hold initial interviews for this role on 27th and 28th February 2025.

Please note that there may be a second round of interviews.