



## CaLP Americas, Regional Program Manager

### **ABOUT THE CASH LEARNING PARTNERSHIP**

CaLP is the global partnership for cash and voucher assistance (CVA) in humanitarian assistance. We work with individual organizations to help them increase the scale and quality of CVA. And we bring organizations together to address the most pressing collective issues for cash. Our vision is that humanitarian assistance creates the greatest value, choice and dignity for people in crisis. Our mission is to increase the scale and quality of CVA as a tool for humanitarian assistance.

CaLP currently has over 80 members, united by their commitment to our shared mission. Collectively, the members of CaLP deliver the vast majority of cash transfer programming in humanitarian assistance worldwide. Our members include UN agencies, donors, international NGOs, local NGOs and private sector organizations. Our Board, Technical Advisory Group and Global Cash Policy Network are all drawn from our membership. CaLP does not deliver cash and voucher assistance (CVA) directly.

A small secretariat works with members to achieve the four strategic objectives set out below:

- Provide specialist capacity building services and advice
- Make the evidence base easily accessible, improve it and apply it through standards and tools
- Provide support to coordinating bodies
- Ensure influential policy processes advance CVA and the Global Framework for Action

CaLP has offices in Amman, Dakar, Geneva, Nairobi, Oxford and Washington, DC. CaLP staff are hosted and employed by several NGOs, including Action Against Hunger-US, which administers this position. The Americas office in Washington, DC, engages with members and other stakeholders to promote the scale up of quality CVA. Its agenda includes promoting improved coordination, information sharing, capacity building and strengthening the evidence base for cash and voucher assistance. The Americas office supports work in both donor country contexts in the U.S. and Canada and increasingly, to support CVA actors' responses in various responses in Latin America and the Caribbean. The Regional Program Manager would focus the majority of his/her efforts in Latin America and the Caribbean.

### **JOB PURPOSE**

The Regional Program Manager is the technical lead for the planning and delivery of CaLP's learning and capacity building activities in the region, with a priority focus on Latin America and the Caribbean. This includes both CaLP-led events but also, events in partnership with other organizations and other external events. This position can be based in Washington, DC or based remotely in North America, Latin America or the Caribbean.

### **REPORTING LINES**

- Post holder reports to: CaLP Americas Regional Representative
- Matrix management from: CaLP Global Capacity Building Coordinator
- Staff reporting to this post: None.
- Other key relationships: CaLP Americas Program Officer, CaLP Capacity Building Team, CaLP Programs Team, CaLP Communications team, other CaLP colleagues, AAH Support Services Team, AAH Technical Team.

## **AREAS OF RESPONSIBILITY**

### **Strategy and Plans**

- Lead and plan global and regional events and trainings, in line with CaLP's thematic priorities, by identifying key content and learning objectives in partnership with Cash Working Group (CWG) leads, CaLP members, CaLP colleagues and developing strategies to target stakeholders.
- Contribute to fundraising and grant management efforts, in collaboration with CaLP and AAH colleagues.
- Continuously assess stakeholder priorities, training initiatives and gaps related to CVA at a regional level, including identifying entry points where CaLP training can add value and identifying partnerships and opportunities for collaboration.
- Develop a training strategy and plan for the Americas, in alignment with region-specific needs and CaLP's strategic and annual plans.
- Ensure implementation activities in compliance with CaLP, AAH and donor policies and contractual obligations.

### **Training Development, Delivery and Review**

- Support and lead the development, revision, translation and piloting of CaLP training courses.
- Lead the planning, organization, contextualization and delivery of CaLP training courses in the region, working with and subcontracting consultants as co-trainers, as relevant.
- Deliver trainings and facilitate workshops to enhance CVA capacity and knowledge of humanitarian staff involved in the Americas and potentially other locations, as per the regional plan and global needs.
- Ensure CaLP-led training courses are reported, evaluated and improved based on feedback - including the performance of CaLP staff, partners and facilitators.

### **Technical Support**

- Contribute to the development of resources (tools, guidance and standards) generated by CaLP and ensure that region-specific needs are addressed.
- Provide input to policy, guidelines and tools regionally and globally, assisting with the gathering and dissemination of regional learning on cash and voucher assistance, informing and shaping CaLP initiatives.

### **Outreach, Partnership and Representation**

- Engage with a broad cross-section of stakeholders to augment and expand the wider CaLP network and CVA community of practice in the Americas.
- Assist in establishing regional partnerships and support, where appropriate, the implementation of activities emanating from such partnerships.
- Represent CaLP and participate in relevant fora in the Americas and elsewhere to build knowledge, networks and partnerships.

## **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Solid understanding of cash and voucher assistance in humanitarian contexts.
- Previous experience designing and/or delivering capacity building activities for humanitarians.
- Excellent interpersonal, influencing and negotiating skills and an ability to lead and develop others.
- Demonstrated ability to articulate complex ideas and experiences simply.
- Sound presentation skills and an ability to use different presentation styles to suit various audiences, including as a trainer.
- Ability to work both in a team and independently.
- Excellent organizational and planning skills.
- A high level of computer literacy in Microsoft Office; willingness and ability to learn new software and applications quickly.
- Strong communication skills, in particular being able to work effectively with remotely-based

colleagues.

**PREFERRED QUALIFICATIONS AND EXPERIENCE**

- Significant relevant experience in the humanitarian sector.
- Professional proficiency in Spanish
- Ability to deliver CVA training and learning activities in Spanish.
- Experience working in Latin America and/or the Caribbean.
- Strong coordination experience.
- Experience working with a membership organization or network environment.
- Field-based experience designing, delivering and monitoring CVA.

**TRAVEL**

This position can be based in Washington, DC or based remotely in North America, Latin America or the Caribbean and will require some international travel (20%). Occasional domestic travel to Action Against Hunger offices in New York and other locations within the U.S. will also be required.