



Until we are all equal

Job details	
Title:	Team Lead Humanitarian portfolio
Reporting to:	Head of Programmes
Key relationships:	Business Development Technical Advisors (Education, Protection, MHPSS, SRHR) Finance team Other team leads
Grade:	4
Department:	Programmes Department
<b>About Plan International Ireland</b>	
<p>Plan International is an independent development and humanitarian organisation that advances children’s rights and equality for girls. Working together with children, young people, our supporters, and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children. We support children’s rights from birth until they reach adulthood. We enable children to prepare for, and respond to, crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge.</p> <p>We have been building powerful partnerships for children for over 85 years and are now active in more than 80 countries. Established in 2003, Plan International Ireland influences and supports Plan International’s work worldwide. In the last financial year our turnover was approx. €17m and we worked directly with 19 countries across the globe.</p>	
<b>Overview and purpose of role</b>	
<p>The Team Lead, Humanitarian Portfolio provides strategic and operational leadership for a portfolio of humanitarian and nexus programmes while directly managing a number of complex grants. The role oversees high-quality grant management, donor compliance, reporting, risk management, and portfolio performance across humanitarian and fragile contexts, working closely with Country Offices and cross-functional teams. The postholder contributes to donor engagement, emergency funding opportunities, and business development, while leading and developing a small team to ensure effective delivery of programmes and continuous learning across the portfolio.</p>	
<b>Key roles and responsibilities</b>	
<p><b>Strategic Oversight and Management of the Humanitarian Portfolio</b></p> <ul style="list-style-type: none"> <li>• Lead and oversee the effective management and delivery of a designated humanitarian portfolio (EU ECHO, Education Cannot Wait (ECW), UN agencies, humanitarian pooled funds, and private donors), ensuring high-quality implementation across the project cycle in line with donor requirements, humanitarian standards, and Plan policies.</li> <li>• Provide strategic and technical leadership to team members, ensuring coordinated portfolio management, workload planning, and consistent application of best practices.</li> <li>• Maintain direct responsibility for managing a portfolio of strategic and/or complex humanitarian grants, including donor engagement, compliance oversight, and reporting.</li> </ul>	

- Ensure the timely and accurate submission of donor reports, working closely with colleagues from programme, finance & compliance colleagues to meet donor and organisational standards.
- Identify recurring operational, implementation, financial and compliance, challenges across the portfolio and lead the development of solutions
- Promote and monitor compliance with donor regulations, humanitarian principles, safeguarding requirements, internal policies, financial management standards, and risk management practices
- Support organisational preparedness, strategic positioning, and coordination efforts to strengthen readiness for humanitarian crises and enhance access to humanitarian, nexus, and resilience funding opportunities.
- Lead and support capacity-strengthening initiatives for Country Offices and partners.

#### **Cross-Functional Collaboration and Business Development**

- Contribute to strategic fundraising and donor engagement efforts with humanitarian and nexus donors, including ECHO, ECW, UN agencies, humanitarian pooled funds, and private donors.
- Work closely with Programme and Finance & Compliance teams to strengthen portfolio performance and ensure integrated grant management.
- Contribute to analysis of portfolio performance data, grant parameters, compliance trends, humanitarian indicators, and key performance metrics to support strategic decision-making and continuous improvement.
- Coordinate team contributions to internal and external audits, expenditure verifications, donor reviews, compliance assessments, and evaluations, ensuring timely follow-up on recommendations and actions.
- Support proposal development and positioning efforts for emergency response, recovery, and nexus funding opportunities in close collaboration with business development and technical teams

#### **Collaboration, Representation and Networking**

- Build and maintain effective, trusted relationships with Country Offices, National Offices, and internal stakeholders across Plan International Ireland and the wider Plan network.
- Represent the organisation in relevant internal and external networks, donor forums, and sector coordination platforms.
- Contribute to the visibility and communication of the department's work within Ireland, across the Plan network, and in relevant external forums.
- Actively participate in strategic planning, departmental initiatives, and organisational development processes.
- Foster a culture of continuous learning, knowledge sharing, and collaboration across the team and wider organisation.

#### **People Management and Leadership**

- Lead, manage, and develop Desk Officers and/or Project Support Officers in accordance with Plan International Ireland's values.
- Provide day-to-day leadership, coaching, technical guidance, and performance management to ensure high-quality delivery across the grant portfolio.
- Support staff development through regular feedback, mentoring, capacity-building opportunities, and individual development planning.
- Ensure effective team coordination, prioritisation, and resource allocation to meet portfolio objectives and donor commitments
- Promote a positive, inclusive, and high-performing team culture that encourages accountability, collaboration, and continuous improvement.

## **Technical expertise, skills and knowledge**

### **Education and Professional Background**

- University degree in international development, humanitarian studies, social sciences, or a related field, or equivalent relevant professional experience.
- Knowledge of institutional donor requirements and grant management processes, with experience of one or more major humanitarian donors (e.g. ECHO, ECW, UN agencies, pooled funds, bilateral or private donors).
- Experience managing donor-funded humanitarian, development, and/or nexus programmes throughout the project cycle, including planning, monitoring, reporting, and risk management.
- Experience supporting humanitarian programmes in-country, including in fragile, conflict-affected, disaster-prone, or emergency contexts.

### **Humanitarian Grant Management, Compliance and Financial Oversight**

- Demonstrated experience applying programme quality, M&E, financial management, compliance, and risk management principles within humanitarian, development, or nexus programmes.
- Experience in programmatic and financial donor reporting, financial monitoring, audits, compliance reviews, or similar accountability processes.
- Excellent analytical skills, including the ability to interpret budgets, financial reports, and performance data.
- Ability to analyse information, identify risks and trends, and contribute to practical solutions and continuous improvement.
- Understanding of humanitarian principles, accountability, safeguarding, and risk management approaches in complex operating environments.

### **Leadership and Capacity Strengthening**

- Experience leading, supervising, and/or coordinating staff, teams, or cross-functional working groups.
- Experience supporting the development of colleagues and partners through mentoring, training, coaching, or knowledge sharing.
- Ability to build capacity and strengthen grant management, compliance, and programme quality practices across diverse teams and stakeholders.

### **Communication, Collaboration and Relationship Management**

- Demonstrated ability to build effective working relationships and collaborate across diverse teams, partners, and stakeholders.
- Strong communication skills, including the ability to communicate clearly and adapt messages for different internal and external audiences.
- Experience working effectively in multicultural and geographically dispersed teams.
- Excellent written and spoken English.

### **Planning and Organisational Skills**

- Strong organisational skills, with the ability to manage competing priorities and meet deadlines in fast-paced and changing environments.
- Proficiency in Microsoft Office applications, particularly Excel, Word, and PowerPoint.

### **Values and Other Requirements**

- Strong commitment to children's rights, gender equality, humanitarian principles, and Plan International's values.
- Willingness and ability to travel internationally, including to fragile and crisis-affected, programme contexts, and to work across multiple time zones when required.

### **Desirable Qualifications, Skills and Experience**

- Experience with ECHO, ECW, UN agencies, humanitarian pooled funds, or other humanitarian financing mechanisms.

- Experience supporting emergency response, humanitarian action, or humanitarian-development-peace nexus programmes.
- Knowledge of humanitarian architecture and coordination mechanisms, including clusters and inter-agency coordination systems.
- Familiarity with humanitarian standards and frameworks, including the Core Humanitarian Standard (CHS), Sphere Standards, and Accountability to Affected Populations (AAP).
- Experience working in fragile, conflict-affected, disaster-prone, or crisis-affected contexts.
- French language skills; additional languages would be an asset.
- Experience working with programmes in West and/or Central Africa, Middle East, and/or Asia-Pacific
- Experience in one or more of Plan International's thematic areas, particularly Education in Emergencies, Child Protection, MHPSS, SRHR, and Gender Equality.

### **Personal Attributes**

- Strong collaborator with excellent interpersonal, relationship-building, and intercultural communication skills.
- Positive, proactive, and solution-focused approach to work.
- Demonstrates initiative, sound judgement, and accountability.
- Ability to remain calm and effective under pressure and adapt to changing priorities and operational contexts.
- Committed to continuous learning and supporting the development of others.
- Able to balance strategic thinking with attention to operational detail.
- Passionate about Plan International's vision, values, and feminist leadership principles.
- Committed to contributing positively to organisational development and the successful delivery of Plan International Ireland's programme strategy.

### **Salary and benefits**

Plan International Ireland operates a salary scale, as well as a broad range of employee benefits. This role is graded as a Level 4 within our salary scale, which starts at €49,000. Placement on the scale will be dependent on level of experience, location and fit within the role.

In addition, Plan International Ireland provides a number of employee benefits, some of which include:

- Private Health Insurance for all employees (from commencement date)
- Matching company pension contributions up to 5% (once probation is complete)
- Flexible working hours (core hours of 10am to 4pm daily, minimum of 37 hours per week)
- Commitment to training and development.
- 25 days annual leave, increasing with length of service up to 30 days.
- As an employee you will also be able to sign up to the Bike-to-Work scheme, or the TaxSaver scheme for DART, LUAS, and Dublin bus users.

### **Duty station**

**Duty Station:** Dublin, Ireland is strongly preferred. Candidates based in other European countries where Plan International has an established office may also be considered, subject to local employment arrangements, experience leading remotely and organisational requirements. Travel to Country Offices, including remote and sometimes challenging locations in the country is required.

### **To apply**

Please submit your CV along with a letter outlining why you feel you're the right person for the role by **8<sup>th</sup> July 2026**, COB via our website at [www.plan.ie/careers](http://www.plan.ie/careers)

### **Safeguarding**

Plan International is committed to safeguarding people within our programmes from exploitation and abuse and has specific policies on this commitment (including a Code of Conduct) which outlines the expected behaviour and the responsibility of all staff, consultants, and other organisational representatives.

Any candidate offered a job with us will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require police/Garda vetting.