

# **CALP Director Application Pack**





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The CALP Network is seeking to appoint a new Director to lead the Network's strategic vision and direction.

Working with a globally dispersed staff team and together with CALP members and the wider network, the new Director will be a believer in the power of networks and the potential to deliver greater impact through collective action.

We are looking for someone who will focus on strategic issues, understanding that humanitarian assistance is changing and needs to change further and faster. The Director will engage in external representation with major humanitarian and private sector actors, influencing and advocating in relation key policy debates. The Director will be keen to explore the possibilities that exist to improve aid, advocating for the best use of cash and voucher assistance (CVA) as a means of achieving aid that is people centred, locally led, effective and efficient. This role is not in a narrow lane, rather it's about seeing the evolving nature of CVA and how humanitarian CVA links to other forms of financial assistance.

As well as engaging externally, the Director will oversee the delivery of the CALP strategy, ensure commitments are achieved, maintain an effective working culture, and drive continuous improvements in governance, organisational development and management. We are looking for a Director who will foster a working culture of openness, who is empathetic to the needs of the team, who values teamwork, who is consultative, constructive, and decisive.

We want someone who will seek to understand the current strategy, approaches and ways of working, building on them creatively. We want someone who is also flexible and adaptable, who can seize opportunities and manage emerging risks in a balanced way.


## About CALP

### The Network

The CALP Network is a dynamic global network of over 90 organisations engaged in the critical areas of policy, practice and research in humanitarian cash and voucher assistance (CVA) and financial assistance more broadly. Collectively, CALP members deliver the vast majority of humanitarian CVA worldwide.

What makes the CALP Network unique is its diversity. CALP members currently include local and international non-governmental organisations, United Nations agencies, the Red Cross/Crescent Movement, donors, specialist social innovation, technology and financial services companies, researchers and academics, and individual practitioners.

Together we seek to better meet the needs and improve the outcomes for people affected by crisis. To do this we ensure that CVA is a central, scalable component of quality, timely and appropriate humanitarian assistance, and that the need to sustain positive outcomes for people over the longer term is considered.



CALP has a strong identity and is well regarded, this is reflected in levels of engagement across the sector and in on-going feedback.

## Our vision and purpose

The CALP Network's purpose is to maximise the potential that humanitarian CVA can bring to people in contexts of crisis, as one component of broader financial assistance. CALP envisions a future where people are enabled to overcome crises with dignity, by exercising choice and their right to self-determination in order to achieve long term well-being. Our role as a collective is to optimise the quality and scale of humanitarian CVA by generating alignment in the approaches and actions of those within and across our network.

## Our strategic focus

To support our purpose, we have five interlinked areas of strategic focus:

1. Foster collaboration for more effective and sustainable humanitarian CVA that better meets the needs of people living in contexts of crisis.
2. Become an effective global network for the CVA system, inspired by improving outcomes for people in contexts of crisis.
3. Strengthen evidence-based policy and action in order to transform humanitarian CVA.
4. Provide thought-leadership on emerging issues likely to affect humanitarian CVA, mindful of the links to broader financial assistance.
5. Continue to expand the skills and knowledge required to deliver quality, sustainable humanitarian CVA, at scale.

## Where we are now

The current strategy was launched in 2020, it provides a strong direction for our work and highlights the interconnectedness of our strategic focus areas. The strategy remains highly relevant and will continue to provide the overall direction for CALP in the coming years, though some light updating will be needed. The strategy provides the overall direction for advancing the vision of CALP, working within that to identify the most impactful opportunities within a constantly changing environment will be key.

Some useful reading:

- [Strategy](#)
- [Annual reports](#)
- [Our history](#)
- Our website – [www.calpnetwork.org](http://www.calpnetwork.org)



## How we work

The CALP governing Board brings together up to 13 senior leaders from the membership. There is also a Technical Advisory Group that guides aspects of CALP's work.

The CALP Network is supported by a **staff team** with small offices in Jordan, Kenya, Philippines, Senegal, the UK and USA, many people work from home in different locations. The **organogram** is here.

CALP is a hosted entity, with staff contracted by three hosts (ACF, Oxfam and NRC) and funding channeled via the hosts. This structure has many strengths and benefits but also has some challenges in terms of greater complexity than in a more traditional organization.

We strive to work collaboratively with the network and as a team. All of us, in some way, influence, communicate, manage knowledge, share learning, and administer to get things done.

The staff team is globally dispersed. We work in teams defined by function and geographic focus, but in practice all teams are interlinked and work together to deliver effectively. Each team is 'in service' of others, needing to support as well as be supported. We also create task teams to drive forward specific activities and then disband them when the job is done.

This way of working can take time to get used to; it's not perfect and we're constantly seeking to strengthen it. This fluidity and teamwork bring huge benefits, in that it allows us to remain agile, explore, learn as we go, adapt further and get better at what we do, in service of our goals.


As a team, we work virtually – with effective online platforms being a critical enabler both for internal and external engagement. Online working has helped us become more inclusive, enabling much greater reach than in the past. Naturally, there are downsides to on-line working but the benefits are great and we need to continue to invest in that approach to ensure we deliver as well and as consistently as possible. We also strictly limit travel, in keeping with our commitment to minimizing our carbon footprint given the clear links between the climate crisis and ever-increasing humanitarian needs.

For more information about CALP, please explore [our website](#).

## Role profile

### Key Accountabilities

- Lead the processes to set the strategy of both the CALP network and staff team.
- Ensure the CALP team are impactful and accountable, in keeping with the ambitions of the CALP strategy.
- Ensure CALP is forward focused and pushes boundaries in pursuit of its vision; undertake horizon scanning to inform CALP strategies and tactics.
- Lead on organisational development, performance management and delivery of strategy.
- Represent CALP and manage high-level relationships with major humanitarian and private sector actors.

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- Lead the CALP staff team, creating a positive working culture.
  - Provide management support to team members.
  - Drive good governance and organisational effectiveness.
  - Lead and ensure effective risk management (financial, reputational, security, risk horizon scanning, etc).
  - Ensure the financial sustainability of the work of CALP, ensure a sufficient funding pipeline to meet current commitments and future strategic ambitions.
  - Secure and promote member and network engagement (focus on engaging at the leadership level and building senior networks).
  - Protect the organisational reputation.
  - Lead or project sponsor strategically important pieces of work.
  - Oversee the process of developing CALP's annual plan and budget.
  - Oversee CALP's relationships with its hosts and compliance with the policies of hosts and donors.

## Technical Skills, Experience and Knowledge


- Substantial senior management and leadership experience.
- Knowledge of the international humanitarian system, including the roles, priorities, and politics of major actors.
- Experience of working in a network environment leading a globally dispersed team.
- Master's degree or equivalent qualification in an appropriate technical field, or equivalent level of professional experience.
- Experience of Cash and Voucher Assistance (CVA) in humanitarian aid.
- Experience in delivering activities in some or all CALP's strategic focus areas.
- Experience of managing relationships with humanitarian donors.
- Excellent interpersonal and team-building skills, able to build and maintain relationships and support staff team.
- Diplomacy and gravitas to engage effectively with all stakeholders at senior level.
- Excellent communication skills in English.
- Fluency in Arabic, French or Spanish, in addition to English (desirable).

## Salary

Salary depends on host and location. The salary range reflects that this is a senior level position - graded as Oxfam A, NRC 11, AAH Spain 1, ACF-USA 12 or 13

## Location

Given the CALP team is globally dispersed, working early mornings and late evenings is sometimes needed to ensure connectedness with the whole team. However, to connect with most of the CALP team at some point during the working day, the Director should be located within 4 hours +/- UTC.



Applications are welcomed from the candidates based in any of the following countries: Kenya, Jordan, Lebanon, Senegal, Spain, UK, Canada and USA (New York) where CALP has existing hosts. Applications from other countries (within 4 hours +/- UTC) might be considered subject to CALP being able to secure employment hosting with one of our hosts. Applicants based outside of the listed locations, may contact [calpdirrecruit@calpnetwork.org](mailto:calpdirrecruit@calpnetwork.org) to check if CALP is likely to be arrange hosting in the country the applicant would be based.

This is a national/resident contract and the post holder should have the right to work (not linked to an existing job) in the country where they will be contracted/based, i.e. applicants must have existing and permanent right to work in the country where they will be based in. CALP will not sponsor work visas or international expatriate employment contracts. CALP does not have an option for remote working from a country different from the residential base.

## Application information

Applicants should submit:

- CV (no more than 3 sides).
- One-page letter outlining their motivation and suitability for the role. The letter should confirm the location the applicant would work from and basis of right work in that location e.g. Kenya/citizen.

Applications should be sent via email to [CALPDirRecruit@calpnetwork.org](mailto:CALPDirRecruit@calpnetwork.org) by end of day 28th January 2024.

All applicants will receive an automatic reply confirming receipt of their application. Only short-listed applicants will be contacted thereafter.

Application process:

- Closing date - 28 January 2024
- Short listed candidates will be contacted by - 05 February 2024

Then through February:

- Written assessment
- 1st round interview with the Board
- Staff discussion with SMT
- 2nd round interview with the Board