**JOB PURPOSE:**

The Protection and Inclusion Advisor will play a central role in supporting HelpAge, its partners and external stakeholders and duty-bearers to take steps towards gender-sensitive mainstreaming of ageing and disability into humanitarian response policy and practice. In addition, the Adviser will be responsible for ensuring the management of high quality Protection programming. In addition to managing HelpAge’s own internal Inclusion and Protection programming, the Adviser will be a strong voice for the inclusion of older people in the broader response and will take the lead on delivering a multi-faceted advocacy and capacity building strategy targeting national and local NGOs, international humanitarian agencies and government agencies. While the post holder will need to have a Protection and Advocacy background, it is not necessary to have extensive expertise in the specific area of older people as intensive training, capacity building and mentoring will be provided by one of HelpAge’s technical experts. However, previous experience of managing programme targeting vulnerable groups is highly desirable.

**Key Tasks and Responsibilities**

*Inclusion*

* Ensure that all project staff demonstrate strong knowledge of risks, needs and capacities of older people during humanitarian crisis.
* Conduct a review/audit of HelpAge and partners own compliance with Age and Disability Inclusion Standards
* Develop an organisational inclusion strategy for target stakeholders, outlining identified rationale, objectives, and opportunities to contribute to Age & Disability inclusion in organisational policy and practice, and have the strategy endorsed and signed off by senior management.
* Facilitate development of an Organisational Action Plan for each target stakeholder, to be endorsed by senior management, outlining the concrete actions to be taken by the organisation to deliver the strategy.
* Develop an improvement plan every quarter, undertaking ongoing assessments, to ensure there is continuous progress made against the milestones of the Organisational Action Plan.
* Provide technical input into the review and design of organisation policy, tools and operational response activities to reflect the needs of older people and people with disabilities, drawing on and working towards the implementation of the minimum standards developed as part of ADCAP.
* Facilitate and/or conduct training on Ageing and Disability in Humanitarian Action to staff members of targeted stakeholders and other humanitarian actors, and the use of the minimum standards.
* Provide follow up support to target stakeholders and other humanitarian partners through mentoring, training-of-trainers and one-on-one support as required.
* Build strategic alliances with other key actors internally and externally to advocate for Age & Disability inclusive programming including formation of an Inclusion Advocacy Working Group
* Identify opportunities for the development of relevant advocacy and communication/information materials to support Age & Disability inclusion in national processes and international humanitarian coordination structures- e.g Advocacy Notes, Position Papers, Briefing Notes
* Develop, maintain and disseminate good practice examples of effective mainstreaming of ageing and disability carried out within and outside of the organisation.
* In line with the project MEL Framework monitor and report on implementation
* Line Management of Inclusion Officer

*Protection*

* Lead and provide technical support and capacity building to the protection team and volunteers including Field Facilitators, Field Supervisors, Older Person Community Protection Groups and Older Person Volunteers
* Direct line management of Protection Officer
* Implement Case Management processes and documentation in line with the relevant technical sectoral guidelines and requirements
* Enable and oversee effective, efficient and timely implementation of protection components of projects
* Ensure that protection data is collected, stored, and shared per the principles and procedures contained in the PWG/GPC standards and applicable data protection principles, and identify sensitive data in the Bangladesh context.
* Assess protection risks and trends, identify problems/gaps, and propose/prioritise timely practical actions to respond to clearly-formulated protection problems.
* Ensure in conjunction with the Emergency Programme Manager that protection is effectively mainstreamed into all HelpAge response activities programme activities
* Provide regular internal and external reports, and other relevant information on programme activities, policy matters and external relations
* Increase the visibility and reputation of HelpAge’s programme by engaging in relevant forums, working groups and other initiatives as directed

**PERSON SPECIFICATION**

*Experience*

* Previous substantial experience in medium-large scale emergencies and /or humanitarian emergency-focused role.
* Substantial experience in protection work, cross-cutting issues in humanitarian response (age, disability etc.), working with vulnerable groups or participatory approaches
* Understanding of emergency relief, preparedness, resilience, rehabilitation and development issues.
* Familiarity with humanitarian programming and inter-agency coordination systems.
* Good understanding of capacity building tools and techniques.
* Understanding of partnership approaches to emergency work and experience of working with local partners.
* Experience of policy, advocacy and communications work.
* Familiarity with Sphere and Red Cross codes of conduct and HAP.

*Skills*

* Knowledge of training tools and methods with proven experience in delivering training in humanitarian settings.

*Qualifications*

* Masters or Advanced Degree in social science or relevant technical discipline