



Role profile

Basic information	
Job title	Country Manager Brazil
Department	International
Location	São Paulo, Brazil
Reports to (Job Title)	Deputy Head of Division
Matrix manager if applicable (Job Title)	Not applicable
Direct reports (Number or Not applicable)	3-4
Overall people management responsibility (Number or Not applicable)	3-4
Matrix management responsibility (Number or Not applicable)	NA
Budgetary responsibility (Amount or Not applicable)	Yes
Child protection clearance required (If applicable, Standard/Enhanced)	Standard
Expected travel per annum	Up to 40 days
On call/unsocial hours	No

Role definition
<p>Role purpose</p> <p>To provide strategic leadership to Christian Aid's work in and on Brazil, ensuring the country programme and staff contribute to and are supported by Christian Aid corporate strategies. To manage, develop and empower staff working for Christian Aid and in-country working within the corporate framework, agreed annual plans, budgets and defined delegations of authority. To be the senior representative of Christian Aid in-country and to develop and promote Brazil and programme profile within the Latin American and Caribbean Division and across the wider organisation. To contribute to the strategic direction and representation of Brazil, to proactively engage in networks and learning groups and to liaise with other programmes within Christian Aid.</p>
<p>Role context</p> <p>Christian Aid is working with others to ensure poverty and inequalities are eradicated. Transforming the lives of people who live in poverty today, and empowering them to lead change in their lives for the future is at the heart of our vision. This role needs to bring dynamic leadership to our staff team as they achieve high impact in our programmes, innovation with our partners, allies and donors. Christian Aid works exclusively through national partner organisations and is not operational at country level; the team needs to excel in the management of these relationships to achieve impact and lasting change. Relationships with donors in country and internationally are critical to our growth and success</p>

in the future. This role also needs a comprehensive understanding of the social and political context in Brazil and advocacy experience in the Latin America and global context, comprehensive understanding of the dynamics of faith base organisations, ecumenical movement and social movements in Brazil. This role is part of the Latin American Caribbean Division and follows both the strategic framework of the Division and the International Department.

Key outcomes

- Robust Brazil strategy and programme agreement implementation according to Christian Aid's strategy framework and delivered via portfolio of partners and encompassing development programming, advocacy, campaigns, humanitarian and communication.
- Staff recruited, managed, developed, performing to a high standard and meeting their objectives.
- Strong leadership on creating and developing links with networks, particularly ACT Alliance.
- Promotion of Christian Aid brand and enhancement of its reputation through positive relationships with all other stakeholders including churches, ecumenical agencies, donors, government and embassies.
- Leadership in all Christian Aid legal, financial and compliance requirements including responsibility for security management, quarterly reporting and monthly returns, finance, HR and IT.
- Emergencies well responded to by capable staff and partners and risk reduction strategies in place. Security of employees, visitors and assets maintained through effective and continuous research and sharing of communication.

Role requirements

Relationships

External

Works closely with ACT Alliance and build and strengthen the relationship with other INGOs, government agencies, civil society organisations, key institutional donors e.g. EU.

Internal

Member of Divisional Management Group and reports to the Deputy Head of Division. Works across the organisation to promote understanding and awareness of the Brazil country programme and Christian Aid's strategy and to encourage and support both independent and collaborative ways of working with internal and external networking. Liaises with functional leaders such as fundraising, advocacy and policy, churches relations and humanitarian response.

Decision making

Accountable for the efficiency and effectiveness of Christian Aid's programmes. Responsibility for overall management of programme to ensure strategy and annual plan objectives are met through quality programmes and partnerships and a sustainable funding base. Direct line management responsibility for staff within a framework of delegation and empowered working. Responsibility for overall financial management, including budget setting, monitoring and expenditure reporting for all sources of funding (restricted and unrestricted). Responsibility to represent Christian Aid's work in Brazil internally and externally

Analytical skills

Highly complex work involving a number of different factors or facets that relate both to own area of work and is likely to have with cross-functional implications.

Expected to take account of the wider and longer term consequences of own and others ideas, recommendations and decisions. Risk assessment is an important part of developing the solution. Innovation is fundamental to developing solutions.

Developing self and others

Typically has direct responsibility for developing, coaching and motivating Brazil team members. May monitor performance review and development planning and activities within function to ensure that best practice is being met.

Person specification

Applied skills/knowledge and expertise

Essential

Must hold a minimum of tertiary degree or equivalent, Ideally the focus in social sciences and/or international development and/or related certification in management.

Strong understanding of the drivers of poverty and inequalities and their eradication is important to the role. First hand understanding of Brazil context is essential.

Broad knowledge and considerable experience on international development work including policy and advocacy issues. Experience of working with faith base organisations, ecumenical and social movements, understanding of emergency and rehabilitation work, partnership with local partners, fundraising from and liaison with a variety of donors, including institutional ones.

Staff management skills.

Able to communicate confidently in English and Portuguese both in writing and verbally.

Desirable

Effective staff and resource management, high level representation and negotiation. Experience of working in the region.

IT competency required

Intermediate

Competency profile

LEVEL 3: You are expected to be able to:

Build partnerships

- Manage teams or lead projects supportively, involving others in discussing how to take work forward, helping people feel part of the team and treating everyone equally.
- Influence others to develop shared understanding and work cooperatively and collaboratively towards common goals where there are different personal or organisational agendas.
- Develop and maintain new relationships with individuals and organisations to further Christian Aid's aims.
- Recognise and value differences in people; be ready to challenge assumptions, beliefs or attitudes in self or others.
- Manage expectations and adhere to what's agreed, by doing what you say you're going to do.

Communicate effectively

- Reflect the needs of different audiences, adapting style, media, timing and pace to

communicate effectively.

- Show understanding of how personal and external factors affect others' communication style and needs and seek to manage these differences to ensure that all voices are heard.
- Clarify expectations and anticipate others' interests and potential issues, to help them get involved in debate and dialogue.

Steward resources

- Accept accountability internally and externally for the effective use of Christian Aid resources.
- Before using or commissioning new resources, look for ways to achieve more effective outcomes by using existing resources in a new or different way.
- Manage resources and workloads to ensure your own and others' goals are achieved.

Deliver results

- Create plans with key milestones and measurable outcomes: track progress and adjust to meet the objectives, ensuring others are aware of changes and reasons for them.
- Ensure individuals and teams understand and agree to work to the overall goals, specific objectives and quality standards.
- Make recommendations or decisions in the best interest of Christian Aid, involving others as needed both within and beyond your work area.
- Be willing to take action or make recommendations or decisions in difficult or ambiguous situations.
- Commit to your decisions and be accountable for them.
- Show willingness to adapt if your initial decision did not produce the expected result.

Realise potential

- Demonstrate continuing commitment to your own professional and personal development.
- Use coaching and mentoring skills to support others to develop.
- Encourage others to give their best by discussing goals and aspirations and recognising achievement.
- Provide an appropriate level of supervision according to need; know when to provide help and when to give others space to learn.
- Give constructive and timely feedback to others on difficult or contentious issues.
- Deal with poor performance directly and sensitively, seeking appropriate and timely advice and support if needed.

Strive for improvement

- Be open to radical suggestions.
- Evaluate the benefits and risks of new ideas and ways of working and identify ways to reduce risk.
- Find and implement ways to better support internal knowledge- and information-sharing.
- Coach others on dealing with resistance to change.
- Seek and evaluate a range of viewpoints, internal and external, about how Christian Aid could do things better.

DATE CREATED (dd/MM/yyyy)

10/10/2013

Further details of specific tasks and duties will be agreed with the line manager as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility.

This role profile is not prescriptive; it merely outlines the key behaviours the role-holder requires to be successful in the role; the key behaviours and responsibilities are subject to change. Any changes will be made in consultation with the role-holder.

You will be expected to abide by the Code of Conduct, policies and procedures within Christian Aid which may be updated from time to time.

You must be in sympathy with the aims, beliefs and values of Christian Aid as it seeks to work on relief, development and advocacy for poverty eradication.