

Job Description

Job title Disaster Manager

Reporting to: Director/CEO

Location: Branch Headquarters

Duration: Permanent
40 hours per week
Overtime in response to emergencies

Last updated: October 2022

Context:

The British Virgin Islands Red Cross is the premier voluntary service provider of humanitarian services to people of most need in the British Virgin Islands. Our mission is to mobilise the power of humanity so that individuals and communities have the capacity to prepare for, deal with and recover from crisis.

Scope

The Disaster Manager, working under the direction of the Director, will support all programmatic activities of the BVI Red Cross related to emergency response, disaster risk reduction (DRR) and resilience building at the community level.

Overall purpose of the role

The DM Officer will contribute to developing, implementing, monitoring and evaluating the BVI RC disaster management and risk reduction programmes, projects and activities.

Main Duties and Responsibilities

Disaster Management

- Manage, in collaboration with the Branch Director, all aspects of the BVI RC disaster management response, resilience and recovery programmes. These include:
 - Undertaking assessments of frequent disaster risks, vulnerabilities and capacities.
 - Updating and disseminating the DM Strategy, Plan, SOPs, Contingency and Business Continuity Plans.
 - Coordinate needs assessments activities following an emergency.
 - Designing operational set-up and response plans and monitoring tools.
 - Producing and maintaining disaster-specific action and contingency plans for the BVIRC, including developing an island hazard and vulnerability map (drawing on existing government data and BVI RC knowledge).
 - Planning and facilitating the community based Vulnerability and Capacity Assessment (VCA) process.
 - Building the capacity of volunteers by identifying training/refresher needs, planning of simulation exercises and pre-disaster coordination meetings.

- Facilitating or providing training to CERT groups and RC volunteers. Relevant training include Disaster Management 101, VCA, First Aid, Triaging, Restoring Family Links (RFL).
- Promoting a better understanding of multi-hazard approaches and developmental programme planning including integration of gender, climate change and community empowerment approaches in disaster risk reduction planning.
- Strengthening existing links with sources of expertise and support, both internally (ie pre-existing staff/volunteers) and externally.
- Providing timely, comprehensive and accurate financial and narrative reports in collaboration with the entire Branch team.
- Coordinating the implementation of the Sustainable Mitigation Adaptation and Resilient Techniques (SMART) initiatives.
- Uploading all relevant information in the GO Platform and to BRC
- Monitoring hazard alerts through Department of Disaster Management, NOAA and PIRAC websites.
- Supporting the coordination of DM activities with other DM counterparts within the RC Movement (OSBs, IFRC, PIRAC and NS, BRC) and with other actors (DDM, NGOs, CERTs, CDEMA, UN Agencies and Civil Society).

Logistics

Work in collaboration with the Finance and Administration Manager in ensuring the following:

- Maintain oversight of warehouses shared with DDM for contingency stocks, according to the signed agreement.
- Receive and distribute goods in a professional manner (count goods in and out, make sure that paperwork is complete and filed appropriately).
- Oversee the efficient operation of the stores whilst upholding good storage practices, including health and safety considerations.
- Ensure that all logistics and stores paper work are properly completed and retained (e.g. delivery notes, goods received notes, stock cards and monthly stock reports).
- Prepare paperwork for all international imports (e.g. tax exemption, landing permission). Work with local clearing agent to ensure prompt release/delivery of goods.
- Provide support to the office in all other logistics matters.

Vehicle Management

- Ensure that the office has vehicles appropriate to its needs.
- Ensure that all vehicles/generators are fuelled. Arrange for regular servicing of all vehicles and generators.
- Allocate vehicles to ensure an efficient coverage of programming needs.
- Create and maintain vehicle files with all details pertaining to import, registration, insurance, maintenance and repairs.
- Prepare monthly vehicle/fuel consumption reports and analysis.
- Prepare a vehicle usage log system whereby all journeys are recorded with name of driver/date/time/gas level mileage/destination/ purpose/vehicle inspection, to feed into the monthly fleet report.
- Maintain a database of licensed and authorized staff and volunteer drivers.

Building and Properties

- Ensure that the building and grounds are maintained, which entails scheduling repairs, renovation projects, waste reduction improvements and safety inspections.
- Ensure safety of building by changing door codes on a quarterly basis and giving codes to relevant persons.
- Ensure Fire Extinguishers are checked regularly and that fire drills are carried out quarterly.

General

- Uphold the Fundamental Principles of the International Red Cross and Red Crescent Movement.
- Undertake a range of administrative and logistical tasks to support the effective functioning of BVI Red Cross as directed by the Director or Finance and Administrative Manager.
- Ensure that all projects are effectively and efficiently managed, monitored, reported upon and evaluated.
- Support the Programme Manager and Director in building the general capacity of the Branch.
- Support the Director to maintain effective relationships and strategic partnership with key stakeholders, including with DDM and MHSD.
- Submit a monthly report to the Director on achievement of Outcomes according to agreed standard by the 8th day of each month.
- Perform any other reasonable work-related duties and responsibilities as may be assigned.

This Job Description may be revised when suitable

PERSON SPECIFICATION

JOB TITLE: Disaster Manager	
<u>KNOWLEDGE/ EDUCATION/ TRAINING</u>	<ul style="list-style-type: none">• Bachelor Degree in Emergency Management or related field• Related experience in a relevant discipline
<u>EXPERIENCE</u>	<ul style="list-style-type: none">• Project management – planning, monitoring, evaluation and learning• Experience of working within a humanitarian or social support environment and advantage• Red Cross experience an advantage
<u>SKILLS</u>	<ul style="list-style-type: none">• Excellent report writing skills• Ability to support data collection and information management• Office/project skills including planning, monitoring, evaluation and reporting• Ability to work in a volunteer and beneficiary oriented environment

<u>COMPETENCIES</u>	<ul style="list-style-type: none"> • Flexible and organized • Strong interpersonal skills and cultural sensitivity; • Excellent communication skills, both oral and written in English • Spanish language skills would be an advantage
<u>BEHAVIOURS</u>	<ul style="list-style-type: none"> • Upholds the Fundamental principles and act with integrity and in accordance with the Red Cross values and obligations • Recognises the implications of working within a charity and a voluntary organisation • Builds strategic collaborative relationships and partnerships across areas of responsibility • Ensures equal opportunities and anti-discriminatory practice and promotes diversity • Recognises and values the contribution of others • Takes responsibility for own actions
<u>SPECIAL CIRCUMSTANCES</u>	<ul style="list-style-type: none"> • Able to travel outside of the territory when necessary • Able to prepare to respond to disasters