Job Profile
Renewable Energy for Refugees (RE4R):

RE4R GLOBAL PROJECT OFFICER
We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We do things differently, so answers that start small can grow big – bringing people together in bold collaborations, combining knowledge and innovation to help shape a world that works better for everyone.

We help people find solutions to some of the world’s toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We’re a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

Our aims are to:

• Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living

• Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.

• Make cities in poorer countries cleaner, healthier places to live and work.

• Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimising their impact on lives and livelihoods.
HOW WE WORK
We work on holistic solutions that change systems and have a framework to help us achieve our aims:

- Analyse the root causes of a poverty and vulnerability
- Define the change at scale we need to make
- Develop activities along three complementary paths: Demonstrate, Learn and Inspire.
  - Demonstrate that our solutions are sustainable in the real world
  - Learn by capturing evidence and adapting our approach
  - Inspire wider support to multiply our impact.

OUR ORGANISATION
Practical Action is an unconventional, multi-disciplinary, change-making organisation

- A highly innovative community development charity operating in Africa, Asia and Latin America. **Practical Action** community projects use ingenious ideas to design, test, refine and prove new ways to overcome poverty and disadvantage and then ‘open-source’ knowledge of what works so that it can be implemented at a greater scale by others.

- A world-class consulting operation that helps socially responsible business, government policy makers and other development organisations. This draws on learnings from our own development work as well as the combined brainpower of a roster of over 2,000 expert consultants. **Practical Action Consulting** helps to extend the reach of our influence by providing the best advice to others, whose work can make a bigger difference.

- A well respected specialist development publisher. **Practical Action Publishing** brings together development practitioners, researchers and thought leaders to create publications that stimulate discussion, strengthen peoples’ capabilities and inspire sustainable change.
Practical Action

ABOUT THE ROLE

<table>
<thead>
<tr>
<th>Title</th>
<th>RE4R (Renewable Energy for Refugees) Global Project Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary range</td>
<td>£32,707–£35,004 per annum (C Level)</td>
</tr>
<tr>
<td>Reporting to</td>
<td>PAC International Energy Lead</td>
</tr>
<tr>
<td>Direct reports</td>
<td>None</td>
</tr>
<tr>
<td>Internal Group Links</td>
<td>RE4R Technical Working Group; Energy Change Hub</td>
</tr>
<tr>
<td>Key Working Relationships</td>
<td>RE4R Project Manager; RE4R Project Team Energy Change Hub; Rwanda and East Africa Country Offices; PAC International Team; International Operations Team; Impact &amp; Influence Team;</td>
</tr>
<tr>
<td>Financial scope</td>
<td>None</td>
</tr>
<tr>
<td>Location</td>
<td>Rugby, UK (flexible/agile working arrangements possible)</td>
</tr>
<tr>
<td>Duration</td>
<td>Fixed Term to Feb 2022</td>
</tr>
<tr>
<td>Travel</td>
<td>Expected approximately 2-4 weeks per annum</td>
</tr>
</tbody>
</table>

ABOUT THE ROLE

RE4R Global Project Officer will support the RE4R Team to develop, co-ordinate and quality assure the global outreach of the project’s key outcome, building on the project’s in-country implementation to achieve global impact and aiming to re-shape the response to humanitarian energy needs. The role will develop activities and outputs to ensure that learning, evidence and advocacy, drawn from the project’s work in Jordan and Rwanda, is used to demonstrate the benefits and long-term viability of market-led renewable energy services in displaced settings. This aims to ensure that the positive outcomes of the project are delivered within the project timespan, but also beyond this, in the form of long-term systemic change, leading to more sustainable, and wider-scale impact beyond RE4R’s geographic and temporal boundaries.

The RE4R Global Project Officer will be responsible for supporting the RE4R Team to:

- Use evidence from RE4R’s implementation to demonstrate that energy access is part of fulfilling the rights and dignity of refugees, which requires robust and validated evidence, tools and methods to allow renewable energy services to be planned for at all stages of any response to humanitarian needs.
- Capture, use and sharing of learning (and challenges) from the RE4R project, from other humanitarian energy projects, and from our wider energy portfolio to create greater synergies and a useable body of knowledge; making this available to the wider sector.
- Develop outputs and activities to advocate for: humanitarian energy needs to be mainstreamed within international and national policies; improved co-ordination of humanitarian activities; more effective response and planning.

practicalaction.org
• Support colleagues in our Energy Change Hub (internal group for sharing learning, knowledge, progress and strategic/business planning for our organizational energy aims) to integrate learning and results from RE4R into our overall measurement of energy impact

• Promote the goals of RE4R, and making the case that investing in humanitarian energy allows refugees to become more independent, with increased and sustained livelihood opportunities. Maintaining the external presence and exposure of RE4R’s work and humanitarian energy programming, coordinating closely with Practical Action’s communications team

• Collecting examples (from project team and partners) of impact and learning from their humanitarian energy work, using the project’s Monitoring, Evaluation and Learning tools and then collating this information for internal and external sharing

• Contributing to some wider business development/fundraising processes and opportunities alongside the core elements of the role.

**JOB FUNCTIONS**

**Managing Relationships and Strengthening Profile**

• Supports facilitation of positive collaboration with key actors in the humanitarian energy field such as the Moving Energy Initiative (MEI) consortium. Supports Practical Action representation within key technical forums on humanitarian energy, e.g. with UNHCR, the Global Plan of Action (GPA) for Sustainable Energy Solutions in Settings of Displacement, and the Safe Access to Fuel and Energy (SAFE) working group, providing technical inputs, strengthening our positioning and raising our visibility

• Supports Practical Action’s communication team by collating content, key messages and evidence for communication outputs to raise awareness of the importance of renewable energy access for refugees and vulnerable people to ensure a safer, healthier and more productive life. Provides event coordination for meetings, workshops and conferences – including communication and advocacy support, on site if necessary.

• Supports some Practical Action business development/fundraising in humanitarian energy, by integrating learning and evidence from RE4R to strengthen our portfolio of work related to this sector.

**Delivering Performance**

• Supports the development of RE4R’s global activities in the following areas:

  o Producing and sharing high-quality, usable research, data and evidence on sustainable energy to inform future practice in the humanitarian sector
  o Using project experiences and evidence to define and evaluate market-based approaches and delivery models, private-sector engagement and livelihood development to share learning on how these activities can be implemented in displaced settings
  o Enabling key stakeholders to learn from, adapt and replicate the approaches and processes used in RE4R to inform future practice in the humanitarian sector.
  o Using RE4R learning, experience and evidence to influence and inspire international, national and local decision-makers to recognise, and demonstrate, the importance of renewable energy solutions in humanitarian planning, coordination and response.

• Supports the project team to lead and co-ordinate the development of RE4R’s global activities by:
Developing terms of reference for specific activities and outputs, defining key messages, audiences, formats and resources required, and ensuring alignment with the project’s theory of change
Managing production schedules and coordinating dissemination plans
Supporting the inputs of authors, consultants and peer-review teams where necessary
Providing quality assurance of external RE4R reports and deliverables, including donor reports and knowledge products and sourcing content such as photos, infographics, and data
Maintaining knowledge management systems for the RE4R project ensuring that all project documents are maintained and archived effectively

- Reviews and reports on analytics regularly to identify trends and improvements or modifications to the global activities
- Supports other team members (including country office technical staff) to link in-country implementation with the project’s global activities

ACCOUNTABILITIES

Strategic Alignment and Contribution to Change Ambitions

- In liaison with the RE4R Monitoring, Evaluation & Learning (MEL) Adviser, helps ensure that Practical Action humanitarian energy projects (and components of projects) contribute to our organizational global impact goals..
- Ensures that knowledge, learning, research and dissemination are integrated across all relevant humanitarian energy project activities.
- Provides support to colleagues in Practical Action’s strategic contribution to Humanitarian Energy consortia (both internally and externally), helping to engage all stakeholders where relevant for progress and achievements.
- Supports strategic global advocacy activities related to Practical Action’s key humanitarian energy projects.
- Provides key contributions on humanitarian energy projects to the Energy Change Hub and sub-hubs as appropriate.

PERSON PROFILE

To be successful in the role, the ideal candidate will be able to demonstrate:

- Excellent written and oral communications skills in English, proven ability of producing excellent written content in English, including ability to devise and edit content for various digital platforms
- Experience of managing print and audio-visual production processes with strong project management skills and ability to work to deadlines
- Excellent administration and organization skills
- A sound understanding of, and commitment to, gender equality
- Empathy with Practical Action’s vision, mission and values
- Knowledge and Qualifications
• Undergraduate degree or equivalent qualification in a relevant field or sector
• Understanding of relevant knowledge/communications tools and approaches to build awareness amongst targeted stakeholders
• Some exposure to the international energy sector relating to energy access and international development would be an advantage.

Skills and Experience

• Ability to quickly grasp new concepts and issues related to humanitarian energy, and to work across a number of related areas and tasks
• Experience in the application of knowledge and communication approaches in developing countries
• Willing to undertake learning-by-doing and more formal training to develop knowledge and skills to support an undertaking of the role
• Proven team working and collaboration skills
• An excellent communicator and proven ability to build and maintain strong relationships and networks.
• Experience/interest in humanitarian energy is an advantage
• Experience of international development, international energy sector, and/or related fields is an advantage
• Fluency in spoken and written English essential. Fluency in French, Spanish or Arabic is useful but not essential
• Ability to work independently and take initiative

Additional Requirements for the job:

Ability to travel 2-4 weeks per year

KEY BENEFITS

Inspiring people is central to Practical Action’s mission. This starts with our own staff. Through talented and committed staff we will effectively deliver practical answers to our beneficiaries and influence others to build on our philosophy to deliver practical answers to poverty.

Hours

Flexible working hours and opportunities for some remote working

Annual leave

Annual holiday entitlement is 26 days in addition to public holidays. Practical Action also operates a personal leave policy, where employees may request up to 1 week unpaid leave in a calendar year.
Pension scheme

Practical Action operates a unit-linked Stakeholder pension from AEGON. New employees join the scheme from day one of employment. The employer contributes 10% of salary and the employee contributes 5%.

Bike to Work scheme

Practical Action participates in the Bike to Work scheme. This is a government sponsored initiative designed to encourage bicycle usage as part of their Green Transport Plan. The scheme offers employees a tax advantage that means the cost of buying a bicycle is reduced by 30 to 45%.

Family Friendly Policies

Practical Action offer enhanced family friendly policies over and above the statutory requirements. This includes enhanced maternity and adoption, paternity and shared parental leave pay.

HOW TO APPLY

If you want to work for a subsidiary of a charity with significant people ambitions then we would like to hear from you. To apply, go to Practicalaction.org/jobs and follow the links to submit a copy of your CV and a supporting statement that describes your suitability.