



## **Hub Coordinator, Start Bangladesh Hub**

<b>Salary</b>	<b>BDT 170,000 to 200,000 per month (based on experience)</b>
<b>Location</b>	<b>Dhaka</b>
<b>Line Manager</b>	<b>Official line manager: Chair, Start Bangladesh Executive committee. Dotted line manager: Country Manager, Start Fund Bangladesh</b>
<b>Hours</b>	<b>40 Hours/week, working hours: from 8:30am to 4:30pm</b>
<b>Contract length</b>	<b>Full time, contract length: 20 months (up to December 2025)</b>
<b>Direct reports</b>	<b>N/A</b>
<b>Travel</b>	<b>20% within the country and globally</b>

### **About Start Bangladesh Hub and Start Network**

Start Bangladesh Hub is a part of the Start Network, a global humanitarian network of hubs tackling what we believe are the biggest systemic problems that the humanitarian sector faces. Start Network's vision is for a locally led humanitarian system that is accountable to people affected by and at-risk of crises. We aim to achieve this vision by making systemic-level shifts in the way humanitarian assistance is approached and delivered. To achieve this, we need a substantial change to the current structure evolving from the centralised structure of today to a dispersed, international network of hubs operating nationally and regionally. Start Bangladesh Hub is one of these important hubs within the Network.

### **Job Purpose**

The Hub Coordinator is responsible for driving forward and implementing the work of the Hub with oversight, direction & support from the Executive Committee (EC) of Start Bangladesh Hub.

While the Hub is in incubation, the Hub Coordinator's role will be to develop and implement the plan to complete the incubation process, with steering from the Hub Leadership Team and its relevant governance bodies. This responsibility will evolve as the Hub completes incubation and becomes an independent Hub within the Start Network.

The Hub Coordinator will also be responsible for coordinating with Hub and Start Network members, managing and reporting on grants received for Hub Incubation, coordinating with programmes and initiatives of the Hub, reaching out to external stakeholders, and taking on representational roles as delegated by the Hub Leadership Team. The Hub Coordinator will also play a critical role in documenting learning and information about the Hub, as well as engaging with the wider Hub collective in the Start Network, and with the Start Network secretariat team.

### **Key Accountabilities**

#### ***Drive forward the Hub Incubation process, under oversight of the Hub Leadership Team***

- Facilitate the Hub Leadership Team and members to develop, refine or strengthen the Hub's vision, mission, strategy documents. Work to plan and deliver on that strategy and vision. This includes tracking, monitoring and implementing Hub Incubation plans with timely reporting to the Hub Leadership Team and facilitating regular learning and reflection sessions.
- Ensure strong delivery of all the Hub actions and spend of Hub funds, including collaborating with finance staff in the Hub or Hub Host agency to monitor and track funding, conduct budget revisions as necessary and to report on spend.
- Support Country Manager of Start Bangladesh in shaping the Hub's vision and plans into an operating financial and business model, with inputs from the Hub Leadership Team.
- Support the Start Bangladesh team in developing and operationalising the resource mobilisation strategy for the Start Bangladesh Hub to support Hub sustainability, including outreach to prospective donors, developing concept notes and proposals etc.
- Facilitate the Hub Leadership to make key decisions on governance structures, process and ways of working, and formalise those structures through development of clear governance documents, policies and structures.
- Facilitate the effective running of the Hub Leadership Team and other governance bodies, including ensuring that meetings are well organised, notes taken and circulated, and actions followed up, as well as troubleshooting issues.
- Ensure clear and timely reporting on donor grants and on funds received from the Start Network, including collaborating with finance staff in the Hub or Hub Host agency.
- Collaboration with Start Network's Network Development Team to support alignment and shared ways of working, and to facilitate support from relevant Start Network team members.
- Oversee delivery of consultants, as appropriate.

### **Membership intake and engagement**

- Ensure clear, consistent and transparent communication and engagement with Hub and Start Network members. This includes:
  - Developing and implementing a membership engagement strategy, which will include collaborating with members on various hub initiatives, programmes and meetings.
  - Ensuring members are clear on their rights, obligations, benefits and have signed a membership agreement with the Hub.
  - Serving as a point of contact for member queries, concerns and needs on Hub related issues.
  - Escalating membership concerns or complaints as necessary to hub governance level.
  - Ensuring strong and consistent communication with members and connecting them with opportunities from Start Network and Peer Hubs.
  - Following up with members on any obligations, such as participation and membership fee payment
- Run clear, transparent, and efficient membership intake processes if/when the Hub has scopes to onboard new members. This includes:
  - Developing required membership strategy or policy documents
  - Setting a direction and scope for each membership intake
  - Running a call for membership, engaging with interested potential members, and managing the application and selection process.
  - Liaising with Start Network on relevant due diligence and membership processes, which may include scoping a local due diligence provider,
- Collaboration with Start Network's membership and governance team to support alignment and shared ways of working.

#### ***Engage with wider stakeholders in line with the vision and mission of the Hub.***

- Support in building strategic alliances & partnerships with relevant agencies, institutions, and stakeholders with similar line of interest and synergies and explore opportunities for potential collaboration.
- Work closely along with other national networks for engagement & interactions to achieve the established vision of the hub.
- Ensure the Hub has a communication strategy including brand building and visibility for the Hub.
- Represent the Hub in relevant external forum, as delegated by the Hub Leadership Team.

#### ***Build a coherent and strong Hub secretariat structure.***

- Support and take complementary effort with other Start Fund staff in designing interventions and assisting them in preparation, implementation, and monitoring of hub incubation activities.
- Support Country Manager of Star Fund to develop a strong and effective team culture and ways of working across the Start Fund staff which may include putting in place rhythms of in person and virtual team meetings, learning and reflection sessions and promoting collaboration and collective problem solving.
- Line management and recruitment staff and consultants when necessary.

#### ***Engagement with Start Network and peer Hubs.***

- Take on primary responsibility for interfacing with Start Network, to ensure smooth communication on behalf of the Hub Leadership Team and represent the Hub to the Start Network platforms as and when directed by the Hub Leadership Team.
- Coordinating with other hubs with a perspective of South-South Cooperation
- Ensure participation in regular learning meetings with other hubs and share experiences from the Start Bangladesh Hub

#### **Any other tasks in line with the scope of the role as directed by the Hub Leadership Team**

### **Person Profile and Skills**

#### **Professional and Educational Qualifications**

- Masters in the field of Social Science/Disaster Management/Development Studies and any related domain
- 10 years of experience in the humanitarian response sector with at least 5 years of experience in effective network management.
- Experience working within or in support of networks or similar coalitions.
- Understanding of the humanitarian architecture, including debates around localisation, decolonisation and locally led action (desirable)
- Understanding of network management and coordination
- Strong written and verbal communication in English language skills with good experience in result-based approaches.
- Demonstrated ability to liaise with Government representatives and donors.
- Experience in building partnerships with a diversity of organisations.
- Experience in developing policies or effective governance structures.
- Experience of project and financial management; (experience of supporting specifically local and national organisations in managing projects and finances is desirable).
- Good inter-personal & team building skills and attitude to work with local organizations.

#### **Skills**

- High level of maturity with excellent team management / leadership skills
- Excellent verbal and written communication skills to deal tactfully and sensitively with a wide range of people in a large organisation.
- Ability to work with a diverse group / across multiple locations.
- A network mindset with ability to weave meaningful connections between and among members.
- Strong coordination and organizing skills.

- Strong strategic thinking skills
- Attention to detail and organisation.
- Creative thinking and openness
- Languages: English (essential)

### Read Before Apply

ESDO has a Safeguarding & PSEAH policy to protect its employees and beneficiaries and any kind of discrimination, harassment, and abuse falls under ESDO "ZERO TOLERANCE" Policy. All employees are expected to abide by the PSEAH, Child Protection, Safeguarding, and Gender policy of ESDO.

ESDO does not tolerate any child & youth abuse. So, if you have any history of child & youth abuse in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any Safeguarding abuse. So if you have any history of gender abuse in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any kind of extremism/terrorism. So if you have any history of extremism/terrorism in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any corruption. So if you have any history of corruption in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

**\*Photograph must be enclosed with the resume.**

### Apply Procedure

If you are passionate to improve lives of the people in the transforming climate context, courageous to bring positive impact through your proficiencies, confident to meet organization's expectations and fulfil the above-mentioned requirements please visit the following link and apply.

Please submit your CV to [startbangladesh@startnetwork.org](mailto:startbangladesh@startnetwork.org) using the subject line: 'Start Bangladesh Hub Coordinator'. A cover letter along with a recent Photo, photocopy should reach within 30/04/2024 addressing Head of HR, ESDO, Collegepara (Gobindanagar), Thakurgaon-5100, Bangladesh.

### Instructions for Online Application:

Applications should submit within **30/04/2024** by 5.00PM through ESDO website online application link:  
<https://career.esdo.net.bd/>

Only shortlisted applicants will be contacted and called for an interview.  
Women are especially encouraged to apply.  
Equal opportunity, and promoting women & children's rights is the mandate of ESDO.

**Application Deadline: 30 April 2024**

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