



02/10/2025

**JOB ADVERTISEMENT  
START Hub Coordinator  
South Sudan**

CAFOD, one of the UK's leading international aid agencies, is currently looking for START Hub Coordinator to be based in Juba. This position is open to South Sudanese nationals only.

**Job Profile.**

The Hub Coordinator is responsible for driving forward and implementing the work of the START Hub with oversight, direction & support from the Hub Steering Committee. 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 members, lead development of a hub strategy and fundraising plan, developing and updating the hub business model, managing and reporting on grants received for Hub Incubation in line with the host agency policies, coordinating with programmes and initiatives of the Hub, reaching out to external stakeholders and taking on representational roles as delegated by the Steering Committee.

The Hub Coordinator will also play a critical role in hub communication and branding, and 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.

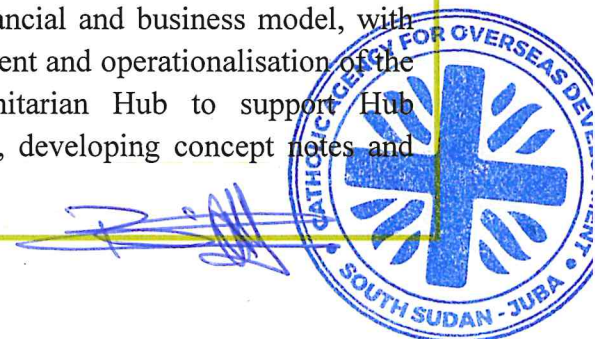
**Accountability**

- The post-holder reports to the Head of Programmes
- The post-holder has no line management responsibility

**Key Responsibilities**

**Drive forward the Hub Incubation process, under oversight of the Hub Steering Committee**

- Lead the development of the Hub Strategy consultatively with the Hub Steering Committee and members. 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 Host agency to monitor and track funding, conduct budget revisions as necessary and to report on spend.
- Shape the Hub's vision and plans into an operating financial and business model, with inputs from the Steering Committee. Lead the development and operationalisation of the resource mobilisation strategy for the India Humanitarian Hub to support Hub sustainability, including outreach to prospective donors, developing concept notes and proposals etc.



- Facilitate the Hub Steering Committee 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 Steering Committee 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 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 or staff, as appropriate.

#### **Hub 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
- Escalating membership concerns or complaints as necessary
- 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 when the Hub has a window to open up membership. 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 process and selection
- 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**

- Coordinate quarterly hub meetings and monthly hub steering committee meetings ensuring timely invitations, agenda and preparation of minutes.
- 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 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.

#### **Internal and external representation**

- In co-ordination with the Country Representative and Head of Programmes, develop, nurture, and sustain relationships and effective communications with relevant stakeholders, including local government, national networks and other agencies working in/on South Sudan.
- Represent CTP in relevant forums and other interagency events as delegated for the purposes of coordination, collaboration and networking with other stakeholders.
- Build and strengthen relationships with sister agencies and agencies of strategic importance to enhance CTP visibility and contribute to successful in-country fundraising initiatives.
- Sustain relationships with relevant existing and potential donors seeking opportunities for programme funding, where applicable.
- Communicate with other teams within CAFOD and Trócaire to ensure that the START Hub coordination is well understood and that information is available for fundraising and other communication, including publications, media briefings, education. This may involve participation in sessions/events with Supporters, communities of practice, working groups, etc., as agreed with the relevant manager.

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

- Take on primary responsibility for interfacing with Start Network, to ensure smooth communication on behalf of the Steering Committee 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

#### **Job Specific Competencies**

#### **Qualifications & Experience**

- Bachelor's degree in social sciences, Development Studies, International Relations, or related field (Master's an advantage).
- Minimum **3 years' experience** in the humanitarian response sector, ideally with NGOs, UN agencies, or networks.
- Strong skills in **network/coalition coordination, partnership building, and stakeholder engagement** (government, donors, civil society).
- Excellent **written and verbal communication**, with experience in results-based management.
- Knowledge of humanitarian architecture; familiarity with localisation and locally led action is an advantage.
- Experience in **project and financial management**, and supporting local/national organisations is desirable.





### Desirable

- Good understanding of the South Sudan context and local languages.

### Contract Duration:

- One year, with possibility of extension subject to availability of funding, and performance.

**To apply:** If you identify with this profile, we would love to hear from you.

Please download our application form, from NGO Forum website as attached with this advertisement

### Email Applications:

Download the application form from the NGO Forum website and send the completed form via email to:

[southsudanjobs@cafod.org.uk](mailto:southsudanjobs@cafod.org.uk)

*Subject line:* **Start Hub Coordinator**

### Hard Copy Applications:

- Completed application forms may also be delivered in a sealed envelope to our office at: Plot 19, Block XIII Hai Malakal in sealed envelope with subject line clearly marked as START Hub Coordinator, addressed to HR- Department, at CAFOD & Trocaire in Partnership South Sudan.
- All hard copy applications should be placed in the **secure metallic application box** at the security reception, after candidate registration with Security.

Please apply or submit your application through one of the above options.

**Closing date: 22<sup>nd</sup> October 2024, at 4:00pm.**

**Please note that this is an emergency recruitment. Applications will be reviewed on a rolling basis, and interviews may be conducted before the deadline. Early applications are strongly encouraged.**

*Come and join us and help make a real difference in the lives of the world's poorest communities.*

CAFOD is an equal opportunity employer. Recruitment and selection procedures reflect our commitment to Safeguarding for Children and Vulnerable Adults.

CAFOD recognizes the personal dignity and rights of children and vulnerable adults, towards whom it has a special responsibility and a duty of care and respect.

Any candidate offered a job with CAFOD will be expected to adhere to CAFOD's Safeguarding policy and sign CAFOD's Code of Behaviour as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.

All offers of employment will be subject to satisfactory references, and appropriate screening checks can include criminal records and terrorism finance checks. CAFOD also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

