

Conciliation Resources – Appointment of a New Treasurer

Introduction

Conciliation Resources is currently seeking a new Treasurer to replace the current Treasurer who is moving on to a senior position in another organisation. To fulfil the role effectively, it is expected that the time requirement for the Treasurer will be about 14 days per year comprised of four Board meetings (one of which can be extended to include a Retreat) plus preparation time, regular contact with the Chief Operating Officer, and / or Senior Finance Manager, and participation in other meetings and events. The term of office is three years and the maximum number of consecutive terms is two.

Conciliation Resources

Conciliation Resources is a registered charity and a company limited by guarantee, established in 1995 and works with people in conflict to prevent violence and build peace. Our office is in Tufnell Park, London and in 2016 we spent £5 million on our charitable activities.

Conciliation Resources continues to be a high-performing organisation, securing resources and regularly making a lasting impact and delivering change through its work with partners in different conflict contexts.

Conciliation Resources' Vision

A world where people work together and promote peaceful and inclusive societies.

Conciliation Resources' Mission

Conciliation Resources' provides practical support to help people affected by violent conflict achieve lasting peace drawing on shared experiences to improve peacebuilding policies and practices worldwide.

Conciliation Resources' ambition (impact) is that by 2020 Conciliation Resources will make significant and documented contributions to preventing and transforming violent conflicts and promoting peaceful and inclusive societies.

Conciliation Resources' Values

The values which both support and underpin everything the organisation does and seeks to achieve, are:

Collaboration – we believe everybody affected by conflict has a stake in peace. We work to create peaceful and inclusive change within societies in partnership with local people, to respond to violence, inequality, injustice and exclusion.

Challenge – we believe that peace can only come about if people have a chance to better understand their conflict and if difficult conversations are held between allies and adversaries. We stand alongside those who, with courage and integrity, reach out across conflict divides.

Creativity – we believe that peacebuilding needs to be flexible and adaptive to the specific and evolving realities of each conflict context. We support innovative ways to influence change, and we share insights from people's lived experience globally to build collaborative knowledge and expertise.

Commitment – we believe that building sustainable peace takes time. That's why we make long-term commitments to support just and resilient transitions from protracted conflict to lasting peace.

Conciliation Resources' Strategic Plan, "[Partnering for Peace](#)" sets out three Goals with corresponding strategic outcomes –

Causes and drivers of conflict are peacefully transformed.

- Relationships among and between communities and other parties to conflict are collaborative and constructive.

- Formal and informal governance structures and processes in conflict-affected areas are more responsive to local priorities.
- The legacies of violence are addressed in conflict-affected societies.

Approaches to building peace support inclusion.

- People affected by conflict are leading the design and implementation of peace initiatives.
- Greater access and representation for marginalised groups in peace processes and peacebuilding initiatives.
- Programming undertaken by Conciliation Resources and other practitioners is gender-sensitive.
- Armed conflict parties are better prepared to engage in non-violent conflict resolution.

Policy is prioritising conflict prevention and peacebuilding.

- Greater recognition at policy level of the need for and value of locally-owned non-violent and long-term conflict prevention and peacebuilding initiatives.
- Greater political and financial investment in inclusive practice, and in people engaged in peacebuilding in conflict contexts, which builds both their capacity and influence.
- A stronger evidence base for why and how peacebuilding is available to policymakers.

Conciliation Resources works in –

- Caucasus (Georgian-Abkhaz conflict, Armenia-Azerbaijan conflict over Nagorny Karabakh)
- Colombia
- East and Central Africa (Central African Republic, the Democratic Republic of Congo and South Sudan,)
- Fiji
- Horn of Africa (Ethiopia & Kenya)
- India and Pakistan (Kashmir)
- Mano River Region of West Africa (Cote d'Ivoire, Guinea, Liberia and Sierra Leone)
- Nigeria
- Papua New Guinea / Bougainville
- Philippines
- Globally (influencing policy with a focus on the EU and UN)

Key themes that underpin our work –

- Engaging armed groups
- Peace processes, dialogue and mediation support
- Public participation
- Gender and peacebuilding
- Political settlements (with a focus on Afghanistan and conflicts in borderlands in the coming year)

Our work is based on genuine, reciprocal partnerships with outstanding and committed individuals and organisations. In 2016, we worked with over 80 local and international partners, which included peacebuilding NGOs, women's organisations, government agencies, academic institutions, journalists, private companies and networks.

Board of Trustees

The balance of skills, knowledge and professional backgrounds that we seek to maintain on the Board is

- Financial skills (including experience in the management, oversight and interpretation of financial information for colleagues and an understanding of charity finances).
- Fundraising (including donor relations with the public and philanthropic sectors and grant management).
- Influence and connections with decision makers and influencers in the geographic, policy and advocacy fields in which Conciliation Resources operates both now and in the future.
- Organisational governance to help support us with our ambitious goals.
- Strategic planning and change management.
- Organisational management cross different sectors.
- Conflict transformation and peacebuilding (and/or international development and human rights).
- Experience in the contexts in which we work.
- Bring diversity to our Board of Trustees

Main Responsibilities of the Treasurer

Strategic Development

- Support the Chair and work with colleagues on the Board as it carries out its leadership role and fulfils its fiduciary responsibilities towards the governance of the charity.
- Support the Chair and, in partnership with the Executive Director and other members of the Executive Management Team continue the development of Conciliation Resources, its work and help achieve the mission of the organisation.
- Work with colleagues on the Board in achieving a shared vision of the organisation's future as well as an understanding of the external environment and the charity's risks and opportunities when reviewing annual plans and the periodic review of the organisation's strategic plan.

Trustees and Meetings

- In liaison with the Chief Operating Officer ensure the financial component of each Board meeting is well planned and run.
- Support the Chair on the Board's renewal and succession management, in line with Conciliation Resources' governing document and current best practice.
- Provide mutual support and advice to colleagues on the Board.
- Working in a collegial manner to achieve consensus on difficult areas.

Relationship with the Chief Operating Officer and Executive Management Team

- Develop and maintain a constructive relationship with the Chief Operating Officer, Senior Finance Manager and Finance team, providing appropriate support, and be a presence in the office every 4 – 6 weeks.
- Receiving regular updates on Conciliation Resources' work and emerging issues.
- Support and contribute to the annual appraisal of the performance of the Chief Operating Officer.
- Ensure effective communication on financial matters between the Board and the Executive Management Team and staff.

Resource Oversight

- Ensure that Conciliation Resources' financial dealings are prudently and systematically accounted for and externally audited and are within any agreed financial strategy.

Other Responsibilities

- Be a supportive presence to the staff of Conciliation Resources and take part in events.
- Take an active role in promoting and representing Conciliation Resources effectively to other stakeholders, including donors, partners, officials and politicians.
- Contribute specific interest and contacts in support of Conciliation Resources communications, fundraising and external engagement work.
- Ensure that the Executive Management Team's advice is taken into consideration on all actions delegated to the Treasurer.

Treasurer Specification

Knowledge and Experience

- Experience of working in a senior financial position.
- Having knowledge, experience and understanding of charity accounts and periodic management and financial information.
- An interest in the work of Conciliation Resources.
- Experience of working constructively with a Chief Operating Officer (or equivalent), other members of an executive team and colleagues on a Board.
- Have experience of supporting Board members through periods of change.

Key Skills

- Excellent interpersonal skills being able to engage with all staff in the Finance team as well as colleagues on the Board.

- Proven financial skills combined with a high degree of numeracy.
- Confident and diplomatic leadership skills.
- Personal integrity – sharing Conciliation Resources' values.
- Incisive and insightful thinker able to contribute to the organisation's strategic and creative thinking.
- Good communication and listening skills.
- Collaborative, inclusive and persuasive.

What Does Conciliation Resources Offer?

In becoming the Treasurer of Conciliation Resources, you will have the opportunity to work with highly talented and experienced people in the peacebuilding sector who are passionate about making a difference in the fields in which they work.

Biographies of all the Board members can be found at <http://c-r.org/who-we-are/people-and-partners/board> and information on our current staff can be found at <http://www.c-r.org/about/staff>.

All agreed and directly incurred expenses while fulfilling the role of Trustee will be reimbursed against receipts. We do use technology to assist in our Board meetings especially if a Board member is only able to join part of a meeting.

Currently all meetings are held in London and we seek to set the Board meeting dates between 9 – 12 months in advance to aid with planning.

Our Board meetings in 2017 / 18 are currently planned for:

Wednesday 19 July

Monday 13 November

Wednesday 21 February 2018

How to Apply

To apply to be the next Treasurer of Conciliation Resources, please provide the following:

- A letter of interest explaining your motivation for applying, your interest in the role and how you meet the requirements for the position of Treasurer. This should be a maximum 2 sides of A4, minimum 10 point, Arial.
- An up-to-date CV.

All the above should be emailed to recruitment@c-r.org clearly marked Treasurer. All applications will be acknowledged and will be reviewed on an on-going basis by members of the Board Nominations Committee. It is likely interviews will be held at Conciliation Resources' office at Tufnell Park, London in July in the period before the Board meeting. The Treasurer designate would be co-opted at the July Board meeting, and formally appointed for an initial three-year term at the May meeting.

As part of the application process you will be invited to take part in our Diversity Monitoring Survey. This assists us in our monitoring of the diversity of applicants for **all** roles in Conciliation Resources and forms no part of the application evaluation process.

For an informal discussion about the role of Treasurer at Conciliation Resources please contact Michael Waterson, Chief Operating Officer on 020 7288 8361 / mwaterson@c-r.org or Peter Price, Chair (via Joana Bundo, Executive Assistant, 020 7288 8372 / jbundo@c-r.org).

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