

# Job Description: Director of Programmes

## 1. General

Job Title:	Director of Programmes
Location:	London (with international travel)
Reporting to:	Executive Director
Responsible for:	Leadership of the programme team and line management of regional Programme Directors; management of consultants as appropriate.

## 2. Job Overview

### Job Purpose

The Director of Programmes leads the programme team and ensures Conciliation Resources is a dynamic, innovative and reflective organisation that remains committed to providing practical support to people living in the midst of conflict and helping them to prevent or end violence and build sustainable peace.

The Director of Programmes contributes to the organisational leadership of Conciliation Resources as a member of the Executive Management Team and Senior Leadership Team representing its core values and approaches to conflict transformation. They drive the development of the peacebuilding vision for Conciliation Resources' programmes in alignment with the organisation's mission, values, vision and goals. They ensure that individual programme teams develop their strategies, implement their annual plans and budgets, raise funds and report on their impact. They provide leadership to ensure that each team member is well supported, professionally managed and that the combination of workload and the pressure of travelling in difficult and / or hostile contexts is balanced.

### Scope and Accountability

Support the Executive Director in the leadership, representation and development of Conciliation Resources

Manage regional Programme Directors; facilitate team meetings; ensure that each programme team covers its direct costs and generates contributions to organisational support costs; ensure that appropriate measures are in place to address security issues related to programme team travel

Assist the Executive Director, and work closely with the Head of Partnerships and Development, in supporting key donor relationships and generating strategic (unrestricted) income and support Programme Directors to raise restricted funds

Act as a source of expertise to programmes and externally to the wider peacebuilding community; promote learning across the programme teams and the organisation in conjunction with the Director of Policy and Learning; integrate inclusivity and gender sensitivity into Conciliation Resources' organisational and programmatic practice; and support programme teams to work with the communications team to increase understanding of Conciliation Resources' work and consolidate its reputation

Oversee the effective financial management of each regional programme with support from the Chief Operating Officer and Finance Team.

## 4. Specific Tasks and Responsibilities

## **a) Strategic Leadership**

Work with the Executive Management and Senior Leadership teams to present a clear vision and workable business plan for Conciliation Resources

Support the Executive Director in ensuring organisational resource security that allows Conciliation Resources to operate effectively and efficiently in the on-going implementation of its Strategic Plan

Work with the Executive Management Team and the Chair to maximise the support the Board gives to Conciliation Resources in delivering its vision and strategic goals

Support the Executive Director and Programme Directors in assessing opportunities for and ways to approach new areas of work

Serve as a member of the Executive Management Team ensuring that it is provided with timely reviews of programmatic work, risks and opportunities

Provide advice and support to the Executive Director (and stand in for the Executive Director when requested)

## **b) Programme Team Leadership**

Provide strategic support to leads across the Programme Team to develop, articulate and deliver effective peacebuilding and programme management strategies for their respective areas of work

Work with Programme Directors at each stage of the programme cycle to provide advice and support to programme/project design, partnership development, the setting of objectives ensuring that teams deliver, monitor and report on high quality peacebuilding programmes

Work with programme teams and others across the organisation to deliver, through the annual planning and budgeting processes, well-designed, effective and fundable programmes that contribute to delivering on the organisational Strategic Plan

Support programme teams in their work with cross-organisational functions (Monitoring, Evaluation and Reporting, Finance, Communications, Gender and Policy and Learning) to ensure that the design of a programme of work, its logic and financial structure, and Conciliation Resources' ability to monitor, evaluate, report and communicate its practices, impact and change are consistently applied

Convene regular Programme Directors meetings to facilitate a shared approach across the team and ensure Programme Team perspectives are appropriately shared in the Executive Management Team

## **c) Financial Management and Fundraising**

Oversee financial management of each regional programme with support from the Finance Team and the Chief Operating Officer, ensuring that budget-holders understand and follow Conciliation Resources' systems for clear, transparent and efficient budgeting and financial reporting (internally and externally) and assist in the improvement of these systems

Oversee and support programme teams in setting and achieving realistic fundraising strategies and, in working closely with them and the Fundraising Team, in the development of fundraising proposals

Develop and maintain, in coordination with the Executive Director and the Fundraising Team, good relationships with Conciliation Resources' donors, ensuring that fundraising targets are achieved and that reporting to, and communications with, donors is of the highest standard

Contribute to organisation-wide and strategic fundraising efforts that may be led by the Executive Director or other colleagues in Conciliation Resources

#### **d) Organisational Learning, Communications & Representation**

Collaborate with and support the Director of Policy and Learning to ensure learning is prioritised, including in programme design, implementation and evaluation, knowledge management and in staff roles

Working with the Communications Team, support others within the Programme Team, and lead where appropriate, to deliver high quality and accessible communications about the impact and change that results from Conciliation Resources' work

Support programme teams in providing timely quarterly reports to the Executive Management Team

Represent Conciliation Resources publicly to ensure its credibility with partners, governmental, inter-governmental and non-governmental agencies, including donors and the media

Ensure that the policy and advocacy agendas of programme teams are consistent with, and fully support, organisational policy and advocacy agendas

#### **e) Line Management and Oversight**

Motivate, inspire and develop direct reports, setting objectives, providing constructive feedback via appraisal and performance management processes, identifying training opportunities and in turn make sure that Programme Directors cascade the same requirements to their reports

Ensure that programme staff working overseas or remotely from the office are integrated into organisational systems and culture

Ensure that relevant programme leads institute appropriate measures to address personal security for programme teams

#### **h) Organisational Development and New Opportunities**

As a member of the Executive Management Team, the post-holder will be a role model for a professional industrious, collaborative and supportive working culture

Within Conciliation Resources' overall organisational strategy, the Director of Programmes, in agreement with the Executive Director, and where appropriate in conjunction with relevant programme leads, may develop new geographical and thematic project areas of work both on a standalone basis and as part of the process of transition and change for existing areas of work

#### **i) General**

Assist in staff recruitment processes as appropriate

Help colleagues to participate in and comply with organisational systems and processes

Undertake other relevant duties that fall under the general scope of this role as directed by the Executive Director

### **5. Person Specification**

#### **Knowledge**

- A thorough understanding of, and commitment to, Conciliation Resources' general aims and principles including a positive attitude towards equal opportunities principles and practice
- An understanding of peacebuilding and conflict transformation theory and practice gained through study and/or practice

- An understanding of the key issues for international non-governmental organisations supporting local capacities for peacebuilding and a substantive knowledge of peace processes

## **Experience**

- Advanced applied experience in peacebuilding and peace process support, including facilitating conflict and peacebuilding analysis and programme design in a country or region affected by armed conflict
- Extensive management and leadership experience working with skilled and knowledgeable peers in a comparably sized organisation
- Extensive experience of working at every stage of the programme/project management cycle including establishment of common goals/aims; development of strategic and programme plans; programme design and associated financial structures to support the proposed work; implementation; monitoring and evaluation

Experience of integrating gender sensitivity into peacebuilding initiatives and all aspects of the programming cycle

- Experience of managing financial systems, overseeing team members in working to budget, and successfully managing an annual departmental budget of over £2 million
- Considerable experience in both facilitating and leading meetings and / or events, including in a conflict context working with or supporting local organisations
- Good understanding of the current funding environment and experience of successful fundraising from a range of donors including governments, multi-lateral agencies and trusts
- Experience of representing an organisation in high-profile settings and of public speaking
- Experience of and willingness to travel extensively to countries affected by violence to support colleagues as well as lead initiatives

## **Skills/Attributes**

- Proven ability to think and operate strategically
- Proven ability to provide mentoring and advice to colleagues and partners in the field of peacebuilding
- Excellent verbal and written skills in English and proven ability to communicate effectively and sensitively and tailor communications to specific audiences

An in-depth understanding of one or more different cultural context and the cross-cultural sensitivities that need to be worked with

- Proven political judgement including an appreciation of how to handle sensitive and confidential issues
- Language skills – especially French and/or Spanish and Russian (desirable)

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