

Job description: Caucasus Programme Manager (CPMNK)

1. General

Job Title:	Caucasus Programme Manager (CPMNK)
Location:	London, with frequent international travel
Fixed term contract:	Expires 30 April 2019
Reporting to:	Caucasus Programme Director
Responsible for:	Management of consultants and occasional volunteers

2. Job overview

Job purpose

To develop, manage, implement and resource a programme of work that develops constructive approaches to addressing the Armenia-Azerbaijan conflict over Nagorny Karabakh, and contributes to the peace process at local, national and international levels.

Conciliation Resources has a longstanding involvement in the Armenian-Azerbaijani context, working to make the peace process more effective and address key conflict drivers by:

- providing analysis, creative ideas and institutional memory to key people
- facilitating cross-conflict contact
- promoting understanding of the recent violent past and options for building a peaceful future

The majority of this work falls within the framework of the EPNK consortium (European Partnership for the Peaceful Settlement of the Conflict over Nagorno-Karabakh), in which Conciliation Resources is one of five international NGOs.

The postholder has primary responsibility for Conciliation Resources' programme of work on the Nagorny Karabakh conflict and its integration into CR's wider work, and leads on supporting local partners in their conflict transformation work. They are Conciliation Resources' main point of contact within the EPNK consortium and have responsibility for programmatic, personnel and financial management.

Scope and accountability

The post-holder is responsible for managing the development and implementation of Conciliation Resources' work in the Armenian-Azerbaijani context, and its implementation by programme staff and consultants, in collaboration with partners. They are responsible for ensuring the integrity and credibility of CR's reputation in the Caucasus and beyond, and travel approximately least three months each year, acting as one of CR's principal representatives on the region.

The post-holder is responsible for setting and managing the programme's annual budget and for fundraising to cover the costs of the programme, the management and monitoring of expenditure and reporting to donors.

They task manage the Programme Coordinator (who is line managed by the Programme Manager (CPMGA), consultants and coordinators in the region. They are directly involved in project implementation and report to the Caucasus Programme Director.

4. Specific responsibilities and tasks

a. Strategic and operational planning

Lead the team in its annual planning of the Nagorny Karabakh work and play a key role in reviewing and setting the strategic direction of the Caucasus Programme, contributing to programme reviews led by the Programme Director.

Contribute to the development of organisation-wide strategy, policy and learning

Plan for and review the impact of programme activities on staff and partner security, adhering to the principle of 'do no harm'.

b. Policy and analysis

Keep informed of political, social, economic and security developments within the region and affecting the region.

Sustain an independent analysis of the Armenia-Azerbaijan conflict over Nagorny Karabakh and the peace process.

Lead on the formulation of policy recommendations for governmental and multilateral actors and authorities regarding the Armenia-Azerbaijan conflict over Nagorny Karabakh, and deliver policy messages.

c. Programme management and partner support

Lead and oversee the work of the team, consultants and partners in delivering programme activities.

Manage and implement specific projects or areas of work, and facilitate specific events or processes in regard to the Nagorny Karabakh conflict.

Provide support and advice to partner organisations (in person, by phone/Skype and by email) to work towards mutually agreed outputs and outcomes and ensure that these are implemented in compliance with contractual criteria agreed with donors.

Act as the primary point of contact between Conciliation Resources and the EPNK3 consortium, lead agency and donor. Take part in EPNK3-wide meetings/conference calls, and lead on Conciliation Resources' responses to EPNK3-wide issues.

Support the programme by frequent travel including, when necessary, to areas experiencing or having experienced violent conflict.

Support the Programme Coordinator to lead on monitoring, evaluation and reporting, including contributing to regular narrative reports on activities and impact (donor reports and quarterly reports to the Executive Management Team and Board).

Maintain strong and accountable relationships with donors for the Nagorny Karabakh work, and support the Programme Coordinator in their role as primary point of contact with donors on operational and grant management issues.

Facilitate learning in relation to the Nagorny Karabakh work, together with the Programme Coordinator and Programme Director, to enhance the effectiveness and impact of the Caucasus programme, develop Conciliation Resources' practice and help communicate impact and lessons.

d. Representation and networking

Act as a lead representative of Conciliation Resources and policy expert on matters directly and indirectly related to our Nagorny Karabakh work, advancing Conciliation Resources' policy agendas and ensuring its credibility.

Actively develop relationships and networks with individuals and organisations in the strategic interest of the Nagorny Karabakh work, and build and maintain collaborative partnerships and donor relationships.

e. Fundraising and financial management

Lead the development of fundraising strategy for the Armenian-Azerbaijani programme of work, in collaboration with the Fundraising and Caucasus teams, and take lead responsibility for securing funds for its ongoing work, including drafting proposals and budgets, or overseeing others to do so.

Set and manage an annual budget for the Nagorny Karabakh work (currently approximately £250k), including monitoring and signing off on expenditure, and working closely with the Programme Coordinator in financial management of multiple grants and preparation for audits.

In conjunction with the Finance team and others in the Caucasus team, attend monthly Programme finance meetings.

f. Personnel management

Provide leadership and guidance to members of the team and key partners, including managing/supervising consultants to deliver programme outputs, and task managing the Programme Coordinator.

Be the organisational lead for Conciliation Resources' safety and security protocols in the Armenian-Azerbaijani context, ensure programme staff and consultants adhere to Conciliation Resources' up to date security policy and guidelines when working and travelling in the region and be mindful of the security implications of engaging with Conciliation Resources for partners.

g. Information management and communications

Sign off on programme communications and ensure that public outputs in regard to the Armenia-Azerbaijan conflict over Nagorny Karabakh (including high-quality written publications, donor reports, multi-media material, website entries and other public resources) are developed through appropriate interface with the rest of the organisation.

Contribute to regular and ad hoc programme team meetings as convened by the Programme Coordinator.

Share information about the Nagorny Karabakh work with the rest of the organisation, supporting the work of the Programme Coordinator to ensure activities and impact are shared with Conciliation Resources' staff, via the Hub (Intranet), 20 minute downloads and other internal information-sharing.

Comply with internal information management systems, including entering data on the Monitoring and Reporting System (MaRS) to ensure we are monitoring our activity and impact, and entering information on Conciliation Resources' Contacts Database

5. Person specification

Knowledge

- Knowledge of the social and political landscapes in the South Caucasus and wider region.
- Practical and conceptual knowledge of peacebuilding and conflict resolution processes. Understanding of processes of social and political change, and supporting the development of local capacities for peacebuilding.
- Academic/Professional qualifications: Post-graduate study in conflict resolution, international relations, development studies, international humanitarian law, gender, peace and security or other related fields (desirable)
- Excellent written and spoken English and a sound working knowledge of Russian.

Experience

- Considerable practical international experience in designing and implementing conflict resolution and peacebuilding interventions, including experience of working on a partnership basis.
- Practical experience of successfully implementing projects in difficult social and political situations or conflict contexts, and facilitation of dialogue.
- Experience of project and organisational management, including setting programme strategies and work schedules and overseeing their implementation, managing and supervising a staff team and consultants.
- Practical experience of successfully preparing and managing budgets of at least £200K per annum.
- Developing fundraising strategies and securing grants of over £150k, monitoring, evaluation, narrative and financial reporting.
- Experience of and sensitivity to communicating with multicultural and diverse audiences.
- Experience of formulating and delivering policy messages and working with non-governmental and international organisations and governmental bodies.
- Experience of managing EU-funded projects (desirable)
- Experience of living or working in the region (desirable).

Skills/Attributes

- Ability to navigate political sensitivities and awareness of the complexity of working in a situation of unresolved conflict
- Appreciation of issues of confidentiality and handling sensitive information with due care
- Excellent communication skills and an ability to communicate complex issues effectively.
- Capacity to listen actively to people from varying backgrounds and with a range of political, cultural, and value orientations, combined with an ability to engage with them clearly and sensitively.
- Ability to manage and prioritise a diverse and demanding workload and meet deadlines.
- An enabling management style with good consultation skills.
- Ability to construct and manage a budget and associated work plan (and help others to do this).
- Ability to work as part of a team as well as independently, and to work collaboratively with a flexible approach to getting projects done.
- Ability to work irregular hours on occasions and to undertake frequent international travel.
- Good word-processing, spreadsheet, database, and email software skills.

April 2017