

Job description: South Asia Programme Coordinator

1. General

Job Title:	South Asia Programme Coordinator
Location:	London, with occasional travel
Reporting to:	South Asia Programme Director
Duration:	12 Month fixed term contract
Hours:	Full time, 37.5 hours per week

2. Programme overview

Conciliation Resources has worked with Kashmiris on either side of the Line of Control (LoC) to support initiatives to better articulate their needs and perspectives and to build up constituencies supportive of peacebuilding processes over the past 9 years. This work is built on the understanding that an inclusive Kashmiri participation, which reflects their own needs and understands the larger India-Pakistan stakes, is essential for the resolution of the Kashmir conflict. Simultaneously, a productive engagement between Delhi and Islamabad is fundamental for achieving peace in Kashmir. These two mutually reinforcing premises underpin Conciliation Resources' peacebuilding analysis of the Kashmir conflict. Partnership support takes the form of providing advice as required, project management and reporting oversight, engaging with partners and governmental and diplomatic interlocutors, keeping independently informed of unfolding events and providing training and facilitation as required in order to efficiently work towards the following objectives and expected results.

Overall objective of the Programme

To enhance prospects for lasting peace in Kashmir through the inclusion of Kashmiri voices in the Indo-Pak peace process as well as transformed relationships across various regions within Kashmir.

Specific objectives of the project

1. To strengthen cross-divide civic platforms and processes in Kashmir for conflict transformation
2. To enable sustained dialogue with opinion and policymakers in India and Pakistan.

Expected Results of the project

1. Policymakers in India and Pakistan are informed by Kashmiri perspectives, while Kashmiri actors are more sensitive to India-Pakistan concerns;
2. Collaboration is enhanced amongst policy, academic, civil society and business sectors on confidence-building measures, particularly trade, tourism and conflict-sensitive disaster management; and

3. Peace constituencies within Kashmir are strengthened and expanded, and have increased support for and participation in dialogue, collaboration and awareness-raising initiatives;

Job purpose

To support the South Asia team to coordinate, implement, develop and resource a programme of work that develops constructive approaches to building peace in the Kashmir region. Particular emphasis in this post is on supporting the programme team on internal and external communications including grant proposal and report writing, researching and analysing internal and external reports and projects in order to help inform the strategic direction of the South Asia Programme and developing and maintaining donor and strategic relations.

The current EU funded project *“Building confidence and capacities for conflict transformation processes in Kashmir – Phase II”* runs from January 2017 to 8 July 2018.

Scope and accountability

The South Asia Programme Coordinator (on a fixed term contract) will join the South Asia Programme, which also comprises of the Programme Director, Programme and Finance Officer and Programme Assistant. In consultation with the Programme Director and South Asia Programme Consultants they will help formulate the strategy for the programme and effectively monitor and communicate the impact the work of the South Asia Programme and its partners. The post-holder contributes to strategic development, implementation and resourcing of the programme as a whole.

This role will report to the Programme Director.

3. Key tasks and responsibilities

a. Programme Coordination

- Coordination of the work of partners and consultants and across the different strands of work of the South Asia Programme.
- Contribute towards the coordination and preparation of, and when required take part in, project activities aimed at bringing together Kashmiris from both sides of the LoC to devise strategy, learn lessons and develop shared analysis.
- Lead the design, development and implementation of projects that strengthen and consolidate the programme’s success in achieving its objectives.
- Contribute to the programme’s strategic and operational planning processes, including participation in annual planning cycles, and coordinating analysis from fieldwork experience of programme partners and staff.
- Stay informed and analyse political, social, economic and security developments in the region in order to contribute to the programme’s analysis and strategy.
- Explore potential programme partnerships and / or strategic relationships, and make recommendations to the Programme Director on appropriate relationships to develop.

b. Representation and Relationship management

- Maintain an effective liaison with donors and relevant governmental authorities to facilitate a smooth and timely implementation of project activities.
- Develop and maintain collaborative relationships with project partners and other interlocutors through all appropriate means and channels.
- Effectively communicate strategies and key messages to donors, politicians, diplomats, community based organisations and other target groups.

c. Communications and information management

- Contribute to the development and implementation of communication and advocacy strategies for specific projects ensuring these sit within the overall strategies for the South Asia Programme, drawing in appropriate and timely support from elsewhere in Conciliation Resources.
- Produce regular narrative reports on project activities, including editing and collating partner narrative reports making sure they support the connected financial reporting.
- Write content for publication on our website and elsewhere and support partners with the formulating, writing and editing of their publications.
- Contribute to formulating policy messages based on sound analysis and deliver them to a variety of audiences, including governments, multilateral and international organisations and various NGOs.
- Input contacts and information onto the database, helping to maintain efficient electronic and paper filing systems, and organisation-wide administrative systems.
- Participate in team and other internal meetings or working groups, including discussions concerning the programme's strategic development.

d. Monitoring, Learning and Reporting

- Lead in collecting and analysing qualitative and quantitative data to support internal and external reporting using Conciliation Resources' Monitoring and Reporting System.
- Work with other team members and programme partners to effectively capture, analyse and document the impact of the work carried out by Conciliation Resources and its partners' work
- Keep Conciliation Resources' internal reporting databases up to date with the impact of the South Asia team and partners' work
- Lead on communication and learning for and from the South Asia team, within Conciliation Resources
- Lead on the writing of interim and final donor reports and external updates to various stakeholders and potential donors
- Provide support, advice and facilitation to Conciliation Resources' partner organisations, to achieve mutually agreed outputs and outcomes and

ensure that these are implemented in compliance with contractual criteria agreed with donors.

- Facilitate collaboration, implementation of activities and shared analysis amongst programme partners.

e. Fundraising

- Maintain good relations with current and potential donors
- In collaboration with the Programme Director, other team members, and Head of Partnerships and Development, secure funds for the South Asia Programme – taking lead responsibility on some applications and meeting donor representatives.
- In conjunction with the Head of Monitoring, Evaluation and Reporting, and as appropriate others within Conciliation Resources, draft, submit and successfully close funding proposals.
- Research into new fundraising opportunities and develop relationships with these organisations.

f. General activities

- Participate in line management, annual appraisals and keeping the BreatheHR Information System up to date.
- Contribute to organisational learning either through attendance in shared learning events or by sharing relevant information on the shared learning platforms.
- Participate in staff recruitment processes as requested.
- Perform additional tasks, which are reasonably associated with this post, as required by the Programme.

4. Person Specification

Knowledge

- A post-graduate university degree (or local equivalent) or the equivalent experience, in a relevant subject area (e.g. conflict resolution, international relations, development studies, or a related field).
- Excellent verbal and written communication in English.
- Knowledge of the conflict systems in South Asia (particularly political dynamics in India-Pakistan and Kashmir, Afghanistan and China).

Experience

- Significant experience and a strong track record of working with international, national and local partner organisations in conditions of current or recent conflict.
- Experience of co-ordinating work on multiple projects with a range of contacts.
- Experience of managing consultants and/or volunteers.

- Experience in writing donors reports and successful grant applications.
- Experience in dealing with groups and people from a wide social range (including officials, politicians, national and local NGOs and conflict-affected individuals) essential.
- Substantial experience in developing and maintaining systematic and transparent records of activities needed to keep track of projects and for accountability and evaluation.

Skills/attributes

- An appreciation of the political sensitivity, and complexities, of working in a situation of unresolved conflict.
- An appreciation of issues of confidentiality and the handling of sensitive information.
- Excellent oral and written communication skills, and an ability to communicate complex issues effectively.
- Strong skills in editing and writing for different.
- Strong research and analytical skills.
- 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.
- An ability to manage and prioritise a diverse and demanding workload, and to meet deadlines.
- An ability to work as part of a team as well as independently, and to work collaboratively with a flexible approach to getting projects done.
- A willingness to be self-servicing and share in collegial duties.
- An ability to work irregular hours on occasions and undertake international travel.
- Good word-processing, spreadsheet, database, and email software skills.

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