

Job Description: International Women Mediators Network (iWoMeN) Programme Manager

1. General

Job Title: International Women Mediators Network (iWoMeN) Programme Manager

Location: London, with occasional international travel

Fixed term contract: Expires 31 March 2020.

Reporting to: Director of Programmes

Responsible for: Managing iWoMeN Programme Officer, occasional volunteers and consultants

2. Job overview

Job purpose

To develop, manage and implement a programme of work that supports the establishment of a new international Women's Mediation Network (iWoMeN). The Network will support women's meaningful participation in community and multi-track mediation and peacebuilding efforts.

Conciliation Resources will manage a two-year programme to establish the iWoMeN programme. Activities will include the following:

- Building the capacity of an international women's mediators network including identifying network members, designing and facilitating five mediation training courses, peer to peer mentoring and support with up to 10 members, providing higher education opportunities for at least two members, and developing and sharing information and materials.
- Working with Conciliation Resources' programming teams and partners to support grassroots women's organisations to develop mediation skills and deliver peacebuilding programs.
- Influencing international policy and best practice.

The postholder has primary responsibility for Conciliation Resources' programme of work on the iWoMeN and its integration into relevant Conciliation Resources' programmes. They will work with the Senior Advisor, Gender and Peacebuilding to support the key partnerships associated with management of this Programme. They are Conciliation Resources' main point of contact for the iWoMeN programme and have responsibility for programmatic, personnel and financial management.

Scope and accountability

The post-holder is responsible for managing all aspects of the development of the iWoMeN programme within Conciliation Resources' work, and its implementation by programme staff and consultants, in collaboration with relevant Programme teams and partners. They are responsible for ensuring the integrity and credibility of CR's reputation regarding this programme and beyond, and are expected to travel on the basis of programmatic need.

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

They line manage the Programme Officer and manage consultants and volunteers. They report to the Director of Programmes.

3. Specific responsibilities and tasks

a. Strategic and operational planning

Lead the team in its annual financial and programmatic planning of the iWoMeN work, including contributing to programme reviews led by the Director of Programmes.

Contribute to the development of strategy, policy and learning for the iWoMeN programme, with the Senior Advisor, Gender and Peacebuilding.

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 and affecting the various regions where the iWoMeN programme is operating.

Support the Senior Adviser, Gender and Peacebuilding who leads on analysis and policy on gender and peacebuilding across CR, in relation to the iWoMeN programme.

c. Programme management and partner support

Lead and oversee the work of the team, consultants and partners in delivering programme activities, including partners' programmatic work and a series of workshops, peer-mentoring and advocacy engagements.

Design, manage and co/facilitate mediation training.

Design, manage and implement specific projects or areas of work, and deliver workshops, events or processes in regard to the iWoMeN programme.

Working with Programme Directors, 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 donor on programme management. Organise and convene the quarterly reference group meetings with partners and relevant CR staff. Take part in programme related meetings/conference calls.

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

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 iWoMeN work and operate as the primary point of contact with donors on operational and grant management issues for the programme.

Support the Director of Programmes to oversee the programme of work by providing project and financial reporting, and communicating any issues as they arise.

Facilitate learning in relation to the iWoMeN work, together with the Director of Programmes and Senior Adviser, Gender and Peacebuilding, to enhance the effectiveness and impact of the programme, develop Conciliation Resources' practice and help communicate impact and lessons.

d. Representation and networking

Responsible for externally representing Conciliation Resources on matters directly and indirectly related to our iWoMeN work, advancing Conciliation Resources' policy agendas and ensuring its credibility, working in conjunction with the Senior Adviser, Gender and Peacebuilding who leads our the gender and peacebuilding policy, analysis and learning.

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

e. Fundraising and financial management

Set and manage the annual budget for the iWoMeN work (approximately £1.2m over two years), including monitoring and signing off on expenditure.

Responsible for the financial management of the grant and preparation for audits, working closely with the Finance team and reporting to the Director of Programmes.

In conjunction with the Finance team attend monthly Programme finance meetings and working closely with members of the Finance team, providing accurate and timely information as required.

Develop relationships with new donors, and develop new project concepts if appropriate opportunities arise, In conjunction with the Senior Advisor, Gender and Peacebuilding, the Fundraising team and the Director of Programmes.

f. Personnel management

Provide leadership, guidance and line management to the Programme Officer; manage consultants and volunteers to deliver programme outputs.

Ensure their team and consultants adhere to Conciliation Resources' security and safeguarding policy and guidelines when working and travelling in all regions.

g. Information management and communications

Work in conjunction with our communications teams on the content and development of communications related to the iWoMeN, and ensure that public outputs in regard to the iWoMeN programme (including high-quality written publications (lead by the Senior Adviser, Gender and Peacebuilding), 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 where they related to the iWoMeN programme.

Share information about the iWoMeN programme with the rest of the organisation, supporting the work of the Director of Programmes and the Senior Adviser, Gender and Peacebuilding 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.

Entering information on Conciliation Resources' Contacts Database. Handling information in line with Conciliation Resources' Data Protection and Privacy Policy and any other relevant policies.

4. Person specification

Knowledge

- Practical and conceptual knowledge of gender, peacebuilding, mediation and conflict transformation processes.
- Understanding of gender and peacebuilding, processes of social and political change, and supporting the development of local capacities for mediation and peacebuilding.
- Academic/professional qualifications: post-graduate study or local equivalent or equivalent by experience in, conflict resolution, international relations, development studies, international humanitarian law, gender, peace and security or other related fields.
- Knowledge of reporting systems, grants management, budgets and financial practices.
- Excellent written and spoken English.

Experience

- Considerable practical international experience in designing and implementing gender and/or mediation, conflict transformation and peacebuilding interventions, including experience of working on a partnership basis.
- Practical experience designing and co/facilitating training related to gender and/or mediation, conflict transformation and peacebuilding.
- Significant project management experience, including planning, monitoring, budget development and oversight.
- Experience of liaising closely with a government donor, including relationship management, programme development and narrative and budget reporting.
- Practical experience of successfully implementing projects in difficult social and political situations or conflict contexts, and facilitation of training and dialogue.
- Experience of project planning and management, including designing annual plans, programme strategies and work schedules and overseeing their implementation, managing staff and consultants.
- Practical experience of successfully preparing and managing budgets of at least £100k per annum and of financial best practice.
- Developing and delivering monitoring, evaluation, narrative and financial reporting.
- Experience of delivering learning and shared learning practices.
- Experience of and sensitivity to communicating with multicultural and diverse audiences, and experienced in developing and delivery external communication.
- Experience of formulating and delivering policy messages and working with non-governmental and international organisations and governmental bodies.
- Experience of managing HMG funded projects (desirable).

Skills/Attributes

- Excellent facilitation skills and ability to deliver training in complex and conflict affected contexts.
- Ability to navigate political sensitivities and awareness of the complexity of working in conflict-affected situations.
- 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, gender and sexual identities 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.

The Programme Manager is expected to apply our core values to their work and develop them within the organisation. They are also expected to sign Conciliation Resources' Code of Conduct.

May 2018