

Job description: International Women Mediators Network (iWoMeN) Programme Officer

1. General

Job Title: iWoMeN Programme Officer

Location: London, with occasional international travel

Fixed term contract: Expires 31 March 2020.

Reporting to: iWoMeN Programme Manager

2. Job Purpose

To provide administrative, logistical and research support to establishment of a new international Women Mediators Network (iWoMeN), as well as supporting cross-programme initiatives. 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:

- 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 Programmes Officer is part of Conciliation Resources' Programmes Team, which comprises eight geographical and two multi-country programmes, led by the Director of Programmes. The Programmes Officer provides programme-specific support to delivery of the two-year Women's Mediation Network program, under the supervision of the iWoMeN Programme Manager. They will work with the Senior Advisor, Gender and Peacebuilding to support the key partnerships associated with management of this Programme. The Programmes Officer may also support other cross-Programmes initiatives.

3. Specific responsibilities and tasks

a. Programme implementation

Support the iWoMeN Programme Manager to implement the iWoMeN programme including organising workshops, arranging peer-to-peer mentoring, mediation training and international advocacy.

Provide logistical, financial and administrative support to the iWoMeN programme, including arranging travel, visas, accommodation and other tasks required to organise meetings and workshops.

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

Working with other Programme teams, provide support and advice to partner organisations (in person, by phone/Skype and by email) implementing activities that support iWoMeN outcomes.

Support the iWoMeN programme with specific research projects, conducting desk research related to programme activities including identifying women mediators as potential network members, and ad hoc research for fundraising proposals.

Support the Programme Manager on field trips for monitoring, evaluation, learning and reporting purposes. In some instances, the post holder will undertake the field trip.

Keep informed of political, social, economic and security developments within and affecting the various regions where the iWoMeN programme is operating.

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

Support learning in relation to the iWoMeN work, together with the Programme Manager 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.

Supervise occasional volunteers and consultants as required.

Contribute to regular and ad hoc programme team meetings as they relate to the iWoMeN programme.

Participate in monthly line management meetings and regular performance appraisals and keeping BreatheHR Information System up to date.

Perform other Programme support tasks, consistent with the skills and expertise of the post-holder, as requested by the Director of Programmes.

b. Strategic and operational planning

Support the iWoMeN Programme Manager with 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 Programme Manager and Senior Advisor, Gender and Peacebuilding.

c. Fundraising and financial management

Support the Programme Manager to manage the budget for the iWoMeN work (approximately £1.2m over two years), including monitoring and ensuring appropriate sign off of expenditure.

Ensure procurement of services is carried out in an appropriate manner adhering to Conciliation Resources' Procurement Policy covering such areas as consultants, proofreading and copy editing, translators and the translation of programme related materials.

Support the timely and accurate processing of invoices, payments, trip reports, expenses. Attend monthly Programme finance meetings and provide accurate and timely financial information as required.

Support cross-Programmes fundraising efforts when requested by the Director of Programmes, including coordinating input and editing financial and narrative submissions by Programmes staff, drafting budgets and narrative text.

d. Communications and Information Management

Work with our Communications team and Senior Adviser, Gender and Peacebuilding to develop communications material related to iWoMeN.

Collate, draft text for reports and proof-read reports and publications.

Share information about the iWoMeN programme with the rest of the organisation, via the Hub (intranet), 20 minute downloads and other internal information-sharing.

Contribute to Conciliation Resources' information systems: updating relevant programme and impact sections of the Conciliation Resources website (in liaison with the Communications Manager) and intranet (the Hub); uploading photographs to the electronic photo library, entering information into Conciliation Resources' Contacts Database, and handle information in line with Conciliation Resources' Data Protection and Privacy Policy and any other relevant policies.

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 our Project and Partner Tracker.

4. Person specification

Knowledge

- Good working knowledge of administrative and financial procedures as well as information management systems.
- Knowledge of and interest in mediation, gender, conflict resolution, development issues or international relations.
- Some knowledge of planning, monitoring, evaluation and reporting concepts, tools and approaches in an organisational setting.
- Good working knowledge of Office software packages, databases, email, internet and ideally some familiarity with Mac computers.

Experience

- Experience supporting the management of a multi-stranded project.
- Experience of working in an administrative and support position to a team of people.
- Experience of supporting the management of UK-funded projects.

- Experience of working with databases, handling diverse sources of information and maintaining accessible filing systems.
- Experience of working on multiple activities across a number of teams.
- Experience of supporting monitoring, evaluation and reporting of projects.
- Experience of revising and contributing to the drafting of substantive reports.
- Experience of undertaking supervised research work.
- Experience of working in a multi-cultural environment.

Skills/Attributes

- Strong organisational skills including planning and prioritising while responding to unexpected demands being flexible and adaptable and able to meet deadlines and work well under pressure.
- Accuracy and focus on details when maintaining administrative systems
- Excellent verbal and written communication skills.
- Appreciation of issues of confidentiality, and cross-cultural and political sensitivity.
- Initiative, enthusiasm and a problem-solving approach to new challenges.
- Ability to work irregular hours on occasions and to undertake occasional international travel.
- Fluent written and spoken English.
- Good word-processing, spreadsheet, database, and email software skills.

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