

Job description: Smart Peace Programme Director

General

Job Title: Smart Peace Programme Director

Location: London, with occasional international travel

Fixed term contract: until end of project, 31 August 2022.

Reporting to: Director of Programmes

Responsible for: overall management of the Smart Peace consortium, including direct line management of the Smart Peace Programme Officer.

Job Purpose

Smart Peace is a four-year DFID-funded programme for strategic conflict resolution. Working in up to six fragile and conflict-affected contexts, it is implemented by a specialist consortium, led by Conciliation Resources, in partnership with International Crisis Group, the Centre for Humanitarian Dialogue, The Asia Foundation, ETH Zurich, Behavioural Insights Team and Chatham House. The programme will develop and apply a new integrated process of strategic analysis, design, evaluation and adaptation in order to identify and unblock sticking points preventing peaceful change.

The Programme Director will manage the Smart Peace consortium, including relationships with all six consortium partners. The postholder will lead the operational development, coordination, implementation and resourcing, and play a significant role in the strategic development of Smart Peace. They will be responsible for convening the cross-consortium Steering Committee; guiding the process for allocation and monitoring of a significant four-year budget, and for ensuring that the programme delivers its expected results. They will be the primary point of contact for the consortium partners undertaking this programme of work, and will manage day-to-day and strategic relationships with the donor.

Within Conciliation Resources, the postholder will lead the Smart Peace consortium management team (comprising a Programme Officer and learning advisors from the Accord, Policy and Learning team). The Smart Peace Programme Director will be part of Conciliation Resources' Programmes Team, which comprises eight geographical and two thematic programmes. Given the emphasis on analysis, learning, adaptation and policy influence, the postholder will work very closely with the Accord, Policy and Learning (APL), and liaise regularly with the Director of Programmes, other Programme Directors, Head of Finance, Chief Operating Officer and Executive Director. They will be a member of Conciliation Resources' Senior Leadership Team. They will be managed by the Director of Programmes, and will line manage the Programme Officer and occasional consultants and volunteers.

Specific responsibilities and tasks

a. Strategic and operational planning

Lead the Smart Peace consortium in its annual financial and programmatic design and planning.

Working with the Director of Accord and Director of Programmes, lead the development of strategy, policy and learning for the programme.

Lead consortium annual reviews of the Smart Peace programme, liaising closely with the leads from each consortium partner and the leads of the programmatic Hubs.

Manage the preparation for and smooth running of the Smart Peace consortium's annual review by DFID.

Plan for and review the impact of programme activities on staff and partner security, adhering to the principle of 'do no harm'. Contribute to the development of organisation-wide strategy, policy and cross-organisational learning.

b. Policy and analysis

Support the Accord, Policy and Learning (APL) team to develop the learning methodology to be applied throughout the Smart Peace programme, and coordinate its implementation.

Support the Smart Peace Learning working group to develop the programme's results framework, in consultation with the Accord, Policy and Learning (APL) team, the donor (DFID) and the Director of Programmes, ensuring that it is measurable and ambitious. Lead and coordinate the Smart Peace programme's annual donor and CR reporting against the results framework.

Keep informed of political, social, economic and security developments within and affecting the regions in which Smart Peace is implemented.

Working with the APP team, contribute to the formulation of programme policy and delivery of policy messages, analysis and lessons learned to relevant interlocutors, including donors, partners and government officials.

Contribute to broader Conciliation Resources peacebuilding and conflict analysis, and organisation policies.

c. Programme management and partner support

Coordinate the remainder of the inception phase of the Smart Peace project (until 31 May 2019), including organisation of a London-based inception workshops and three regional workshops. Coordinate the work of the inception phase working groups, developing the methodology and plans for the implementation period.

Support the Smart Peace regional hubs and working groups to develop detailed financial and programmatic plans for the implementation phase of Smart Peace, and consolidate these - once agreed by the Steering Committee - into a consortium plan.

Oversee the consortium's implementation plan.

Develop and maintain collaborative partnerships with the six international consortium partners, ensuring regular, reflective communication and the completion of all necessary formal agreements affecting the operation of the programme.

Lead and coordinate the work of the Smart Peace consortium management team, including the work of one direct report (the Programme Officer) and other staff (Director of Accord, Head of Monitoring and Evaluation) managed within other teams.

Develop and maintain strong and accountable relationships with donor for Smart Peace programme, as the consortium's primary point of contact with donor.

Coordinate the work of the Smart Peace steering group, including ensuring that regional Hubs and working groups input is provided for consideration at twice annual meetings.

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

Convene regular meetings with partners and relevant CR staff, and manage programme-related meetings/conference calls.

Support the programme by frequent travel including, when necessary, to areas experiencing or having experienced violent conflict. Ensure they and their team and consultants adhere to Conciliation Resources' security and safeguarding policy and guidelines when working and travelling in all regions.

Lead on monitoring the delivery of Smart Peace, including regular narrative and financial reports on activities and impact to the donor, partners and CR's Executive Management Team and Board.

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

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.

Handle information in line with Conciliation Resources' Data Protection and Privacy Policy and any other relevant policies.

d. Representation and networking

Represent Smart Peace, and Conciliation Resources, and effectively communicate its strategies and key messages to donors, politicians, diplomats, community-based organisations and other target groups through one-on-one meetings, speaking at events and potential media appearances.

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

Manage the implementation of the communication strategy for the programme, in collaboration with the consortium's communications working group. Oversee the delivery of all central communications deriving from the consortium (including written publications, multimedia material, website and intranet entries and other public resources) and ensure that the programme's public outputs are developed through appropriate interface with Conciliation Resources and the other partners in the consortium.

Oversee the implementation of the Smart Peace advocacy strategy, in collaboration with the consortium's policy working group.

e. Financial management and fundraising

Manage the annual budget for the Smart Peace programme, approximately £3m per year for four years. Support the Smart Peace Steering Committee to set and amend the budget annually.

Lead and monitor quarterly re-forecasts of the Smart Peace budget, reporting on any arising issues to the Director of Programmes and Executive Management Team.

Lead on the financial management of the grant and preparation for audits, working closely with Conciliation Resources' and partners' finance teams and reporting to the Director of Programmes and Smart Peace Steering Committee. Convene monthly programme finance meetings and work closely with members of the Finance team to ensure the provision of accurate and timely information as required.

Develop relationships with new donors and develop new project concepts if appropriate opportunities arise, in consultation with the Director of Programmes and Fundraising team.

Ensure that appropriate project documentation, systems and processes in relation to the programme are in place, and ensuring that the programme complies with and participates in maintaining Conciliation Resources' administrative and financial systems and policies.

f. Personnel management

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

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

g. Other

Share in collegial duties as a senior staff member and performing other duties and tasks consistent with the skills and expertise of the post-holder as required on an ad hoc basis, including participating in ad hoc working groups.

Apply our core values to their work and develop them within the organisation, including through signing and adhering to Conciliation Resources' Code of Conduct.

5. Person specification

Knowledge

- Understanding of and interest in peacebuilding and conflict transformation processes.
- Understanding of adaptive programming, research and evaluation techniques.
- Post-graduate study or equivalent by experience in conflict resolution, international relations, development studies, international humanitarian law, gender, peace and security or other related fields.
- Excellent knowledge of reporting systems, grants management, budgets and financial practices.
- Knowledge of the UK government's international development agenda, priorities and approach.
- Excellent written and spoken English.

Experience

- Significant experience designing and implementing international development or peacebuilding projects, including programme design, budget development, programme implementation, monitoring, evaluation and reporting.
- Significant financial management, including experience preparing and managing annual budgets of at least £1 million. Experience of setting and monitoring budgets of other teams or organisations; forecasting and internal and external financial reporting.
- Experience of working in partnership with other international or national organisations (particularly but not limited to NGOs), including experience of coordination and joint planning and monitoring.
- Experience leading a consortium project, or having worked within a consortium.
- Significant experience of leading a government funded programme and 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.
- Significant experience of working alongside research or evaluation personnel, setting clear objectives for learning and adapting programming in response to evidence.
- Experience of and sensitivity to communicating with multicultural and diverse audiences, and experience in developing and delivery external communication.
- Experience of line managing staff, including task management, performance management and personal development.
- Experience of working in environments affected by conflict.
- Experience of undertaking hostile environment training, or willingness to undertake hostile environment training.

Skills/Attributes

- Outstanding organisational and coordination skills.
- Ability to think and plan strategically, while also retaining close attention to detail.
- 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.
- Outstanding communication skills; ability to communicate complex issues effectively and adjust communication style to varying circumstances.
- 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.
- Excellent word processing, spreadsheet, database and email software skills.

December 2018