

## **Job description: Programme Director, Caucasus**

Job title: Programme Director, Caucasus

Location: London, with frequent international travel

Contract: Permanent

Reporting to: Director of Programmes

Responsible for: Caucasus team staff, currently Programme Manager, Senior Coordinator, Senior Advisor and Programme Assistant.

### **Conciliation Resources**

Conciliation Resources is an independent international organisation working with people in conflict to prevent violence, resolve conflicts and promote peaceful societies. We believe that building sustainable peace takes time. We provide practical support to help people affected by violent conflict achieve lasting peace. We draw on our shared experiences to improve peacebuilding policies and practice worldwide.

We have been working with partners in the Caucasus region for over twenty years, to improve prospects for the peaceful and just transformation of the conflicts in the Georgian-Abkhaz and Nagorny Karabakh contexts. We work with partners to create an environment in which long-term change is possible, supporting key actors in the conflicts (civic actors, officials and politicians) explore options for progress through dialogue, analysis and access to new thinking; engaging with local and international policymakers and enabling broad participation, including marginalised groups. We work together with civil society groups and others on practical initiatives that improve the lives of people affected by conflict, supporting more effective advocacy for rights and policy change, and promoting understanding of the recent violent past and options for building a peaceful future.

### **Job Purpose**

The Programme Director leads Conciliation Resources' peacebuilding and conflict transformation work in the Caucasus, with a focus on the Georgian-Abkhaz and Nagorny-Karabakh contexts. They are responsible for managing the Caucasus team, providing strategic leadership and operational management to the whole team, with direct line management of three staff. The postholder is responsible for the successful implementation of a diverse programme of activities, including facilitation of dialogue; dealing with the past initiatives; promoting community inclusion and engagement in peacebuilding and peace processes, research and analysis on peacebuilding and conflict, and policy work. This includes oversight of the full project cycle, including design, planning, implementation, monitoring and evaluation, narrative and financial reporting. The Programme Director is responsible for setting and overseeing the management of the Caucasus programme's budget, and for ensuring the integrity and credibility of Conciliation Resources' reputation in the Caucasus. The postholder leads the team's efforts to secure new funding for our work in the Caucasus, developing project concepts as well as relationships with existing and new donors. The Programme Director is a member of Conciliation Resources' Senior Leadership Team. The post is based in London and will involve frequent travel to the region.

### **Specific responsibilities and tasks**

#### **a. Strategic and operational planning**

Set the Caucasus programme's overall strategic direction, in consultation with the team, and lead the Caucasus team in its annual financial and programmatic design and planning, including coordinating partner and external input.

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.

Play an active role as part of the Senior Leadership Team, participating in processes regarding the strategic and organisational development of Conciliation Resources. Lead the Caucasus team's contribution to organisational policy development and comparative learning processes, including being available as a resource person to participate in appropriate activities and engage with Conciliation Resources' trustees as required.

#### **b. Programme management and partner support**

Lead, support and oversee the work of the team and consultants in developing and implementing programme plans at all stages (design, costing, implementation, reviewing and reporting). Manage specific projects or programme areas, and facilitate specific events or processes.

Provide support and advice to, and build strong relationships with, 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.

Lead on monitoring the delivery of the Caucasus programme, including regular narrative and financial reports on activities and impact to donors, 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.

#### **c. Policy and analysis**

Lead on the formulation of programme policy and delivery of policy messages, analysis and lessons learned to relevant interlocutors, including donors, partners and government officials.

Lead the team to sustain an independent analysis of conflicts and peace processes in the south Caucasus, and keep informed of political, social, economic and security developments within the region and affecting the region.

Lead and support programme learning, through programme reviews, regular monitoring and evaluation at key points, and ensure that conflict and gender-sensitive analysis is integrated into all projects.

Play leading role in organisation learning, including through contributions to organisation learning events (short downloads, brownbag lunches, organisational retreats, Accord articles and other activities).

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

#### **d. Representation and networking**

Represent the Caucasus programme, and Conciliation Resources, in consultative fora or networks, and with government ministries, embassies, donors, the media, partners, and other interested and relevant organisations and individuals, advancing Conciliation Resources' policy agendas and ensuring its credibility.

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

Oversee the delivery of all central communications deriving from the programme (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 other parts of Conciliation Resources.

#### **e. Financial management and fundraising**

Set and manage the annual budget for the Caucasus programme. Lead and monitor quarterly re-forecasts of the team's budget, reporting on any arising issues to the Director of Programmes.

Lead on and oversee the financial management of grants and preparation for audits, working closely with Conciliation Resources' and partners' finance teams. 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.

Lead the team's exploration of opportunities for programme development, new partnerships and innovative approaches to conflict transformation, including developing project concepts, writing proposals, and developing new and existing donor relationships. Consult closely with partner organisations and other interlocutors on the development of initiatives.

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**

Lead and guide all members of the Caucasus team, providing strategic vision to the team and representation to and from wider Conciliation Resources structures.

Line manage one Programme Manager, one Senior Coordinator and one Senior Advisor, providing operational management, ensuring professional development and performance management, including through regular meetings and annual appraisals.

Ensure they, all staff and consultants adhere to Conciliation Resources' security and safeguarding policies and guidelines when working and travelling to the Caucasus. Be mindful of and plan around the security implications for partners of engaging with Conciliation Resources.

#### **g. Other**

Share in collegial duties as a senior staff member and perform other duties and tasks consistent with the skills and expertise of the post-holder on an ad hoc basis, as requested by the Director of Programmes.

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

#### **Person specification**

##### **Essential knowledge, skills and experience**

- Significant project management experience, designing and implementing conflict transformation and peacebuilding interventions, including programme design, budget development, programme implementation, monitoring, evaluation and reporting.
- Practical and conceptual knowledge of peacebuilding and conflict transformation processes, of processes of social and political change and of supporting the development of local capacities for peacebuilding.
- Extensive knowledge of the social and political landscape in the Caucasus and wider region, and its conflicts.
- Experience of working with partners in regions affected by conflict in an accompaniment and mentoring role, including capacity building and due diligence.
- Significant financial management, including experience preparing and managing annual budgets of at least £500k, monitoring and forecasting spend, and overseeing internal and external financial reporting.
- Experience of leading government-funded or other donor-funded programmes, including donor relationship management, programme development and narrative and budget reporting.
- Experience of line managing staff, including task management, performance management and professional development.
- Significant experience of securing funding for new work, including concept development, building donor relationships and writing proposals and budgets.
- Experience of and sensitivity to communicating with multicultural and diverse audiences.
- Good working knowledge of written and spoken English and Russian.
- Experience implementing projects in difficult social and political situations or conflict contexts, and experience of hostile environment training or willingness to undertake hostile environment training.
- Post-graduate study or equivalent by experience in conflict transformation, international relations, development studies, international humanitarian law, gender, peace and security or other related fields.

- Excellent organisational and coordination skills, including the ability to think and plan strategically while also retaining close attention to detail, to manage and prioritise a diverse and demanding workload, to convene and run efficient meetings and meet deadlines.
- Ability to navigate political sensitivities and awareness of the complexity of working in conflict-affected situations, including appreciation of confidentiality and handling sensitive information with due care.
- Willingness and ability to work irregular hours on occasion and to undertake frequent international travel in sometimes uncomfortable or insecure conditions.
- Excellent word processing, spreadsheet, database and email software skills.

**Desirable knowledge, skills and experience**

- Experience facilitating dialogue processes.
- Experience undertaking advocacy with policymakers.
- Experience living and working in the Caucasus region.

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