

Job description: Gender and Youth Adviser

General

Job Title:	Gender and Youth Adviser
Location:	London with occasional travel
Reporting to:	Senior Adviser, Gender and Peacebuilding
Responsible for:	Volunteers and consultants
Duration:	fixed term contract for one year, three days per week

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.

The Accord, Policy and Learning team (APL)

The APL team is an eight-person team and covers a number of areas of work:

- We lead work on influencing public policy and practice on our core organisational themes, including gender, and represent the organisation in international networks and coalitions. We also support Conciliation Resources' regional programmes in developing and implementing policy and influencing strategies.

We are responsible for the Accord publication and programme that aims to promote comparative learning from peace processes. We lead on a number of other thematic practice-based research projects.

- We lead on the development of Conciliation Resources' systems, skills and approach to monitoring and evaluation and support staff to apply new practices and policies in this area. We lead on the promotion of internal learning and reflection on our practice, providing a structure within which this can take place, and helping capture and share lessons externally.

We work in a very collegiate manner both within the APL team and across Conciliation Resources, and seek to enhance the linkages between the different areas of our work, helping to ensure that our thematic work draws on our peacebuilding expertise and is rooted in the practical experience of our regional programmes.

Conciliation Resources, gender and inclusion

Conciliation Resources has built up recognised expertise on inclusive peace processes and gender, peace and security. Conciliation Resources recognises that inclusion – the meaningful participation of diverse gender, age, identity and social groups at all levels of peace processes – is fundamental to sustaining peace. In line with our

focus on inclusion, our aim is for programming, policy engagement and organisational management practice to be gender-sensitive (see our Strategic Plan 2016-2020, particularly Goal 2, Outcome 3).

In 2017-2018 we contributed to the United Nations Security Council Resolution (UN SCR) 2250 [progress review on Youth, Peace and Security](#) by conducting focus group discussions with 494 young people in regions that had significant experience of violent conflict, but where the perspectives of those affected are not often heard. In 2019 we intend to focus on increasing young people's voice in decision-making at multiple levels of peace processes in the contexts in which we work.

Job Overview

Job Purpose:

The Gender and Youth Adviser supports Conciliation Resources' work on gender and inclusion, and helps to ensure coherence of organisational approach. The post holder supports delivery of gender-related outcomes, particularly on youth, as part of its five-year strategic plan and the Gender Action Plan.

- To support cross-organisational work on gender and youth in Conciliation Resources' programming, monitoring and evaluation work, providing technical advice, planning and implementation support and training as needed;
- To support the design and delivery of high-quality, practice-based gender and youth research outputs, policy messages and communications outputs;
- To manage reporting on specific youth and gender-related project activities.

Scope and accountability

The Gender and Youth Adviser reports to the Senior Adviser, Gender and Peacebuilding and work with teams across the organisation. They support Programmes staff in designing, planning and implementing programmes relating to gender, youth and inclusion, in monitoring and evaluation and thematic learning on this theme. They will support the development of training and develop resources that can be used to develop the knowledge, skills and capacity of Programme teams and their partners. Through design of policy and influencing strategies and will represent Conciliation Resources in networks and fora outside the organisation on these themes.

Key tasks and responsibilities

Advisory support

- Support the planning, and coordinate the delivery, of the Conciliation Resources' organisational strategic commitments on gender, youth and inclusion. This includes:
 - working closely with Programmes teams to implement the Gender Action Plan through their programme design, planning, implementation, monitoring, evaluation and learning;
 - support the monitoring and reporting of the Gender Action Plan, including collating and drafting information on progress against agreed benchmarks and objectives to the Executive Management Team, and for donor reporting, providing guidance and recommendations as necessary;
 - facilitation and training of relevant activities with Programmes teams and partners;
 - helping to support internal learning and analysis by documenting Conciliation Resources' practice on gender and youth;
 - gathering, articulating and communicating Conciliation Resources' experience;
 - following debates, opportunities and events and sharing within Conciliation Resources.

Project and resources management and planning

- Provide coordination and logistical support to organise events on gender, youth and inclusion within the organisation and with others in the sector;
- Manage the delivery of communications deriving from gender and youth activities (including written publications, website and intranet entries, and other public resources);
- Develop and manage budgets for projects, providing narrative and financial reports on activities, including for submission as internal and donor reporting;
- Manage the work of consultants employed to support specific project activities. ensuring they work as a team and deliver on time;
- Contribute to fundraising proposals;
- Maintain appropriate project documentation and filing systems, ensuring that they comply with internal and financial systems and policies.

External representation and policy advocacy

- Support the delivery of policy messages to a variety of audiences, including to senior government, multilateral institutions staff, and to NGOs and international organisations
- Represent Conciliation Resources in international meetings, workshops, and discussions
- Develop and maintain a range of strategic contacts for policy influence and fundraising

Other

Perform other tasks and duties, consistent with the skills and expertise of the post holder:

- Contribute to APL programme annual and strategic planning and quarterly reporting;
- Contribute to team and organisational meetings and ad hoc working groups as appropriate;
- Participate in line management, annual appraisals and keep BreatheHR Information System and MARS up to date;
- Apply our core values to all work and develop them within the organisation, including through signing and adhering to Conciliation Resources' Code of Conduct.
- Arrange own travel and logistics, and account for expenditure in compliance with Conciliation Resources' systems, with support from administrative staff as available;
- Input contacts and information into Conciliation Resources' databases, helping to maintain efficient electronic and paper filing systems, and organisation-wide administration systems.
- Positively engage in CR's work on safeguarding and help us all to keep people safe.

Person Specification

Knowledge

- Sound understanding of gender, youth and inclusion in conflict resolution theory and practice
- Degree level qualification or local equivalent or equivalent by experience in a relevant field, such as gender studies, conflict resolution, development, international relations, human rights
- Knowledge of good practice in project management, including design, monitoring and evaluation.
- Understanding of the functional and strategic considerations facing an international NGO working in conflict-affected environments
- Some knowledge of one or more of the conflicts in which Conciliation Resources is working would be useful.

Experience

- Experience of providing practical advice, expertise and accompaniment to staff and partners in developing gender, youth and inclusion in peacebuilding programmes or project management, including design, budget development and management, monitoring and evaluation, learning and reporting
- Some experience of undertaking supervised practice-based research and analysis in the areas of gender, conflict, security or international development.
- Experience of taking minutes in meetings, revising and contributing to the drafting of substantive reports.
- Experience of training and facilitation on gender mainstreaming and inclusion and public presentations
- Experience of working with international, national and local partner organisations and of managing consultants
- Experience of living or working in a conflict-affected society (desirable)

Skills

- Strong verbal and written English language skills; other language skills desirable
- Ability to listen actively to, engage with, and persuade people from varying backgrounds and with a range of political, cultural, and value orientations
- Strong programming design, monitoring and evaluation skills
- Strong facilitation & training skills
- Strong organisational, analytical and problem-solving skills
- Ability to work as part of a team as well as independently, and to work collaboratively with a flexible approach to projects
- Computer literate (and preferably experience of working in a MAC environment)
- Readiness to undertake overseas travel to programme contexts and Europe/US, and to work irregular hours on occasions.

December 2018