

# Job description: Accord, Policy and Learning Assistant

## General

Job Title: Accord, Policy and Learning Assistant  
Location: London  
Reporting to: Policy, Accord and Learning Officer  
Fixed Term Contract: 31 March 2020

## The Accord, Policy and Learning (APL) team

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.

## Job overview

### Scope and Accountability

### Job purpose

To provide administrative assistance and organisational support to ensure the efficient and smooth running and development of individual and team-led activities, projects, events, monitoring and reporting.

### Scope and accountability

The purpose of this role is to provide administrative and organisational support to activities led by the Accord, Policy and Learning team and to support the smooth running of the team. Other members of the team are the Director of Policy and Learning, Director of Accord, Head of Monitoring and Evaluation, Editorial and Research Manager, Senior Adviser on Gender and Peacebuilding, Monitoring and Evaluation Officer and Policy, Accord and Learning Officer.

## Tasks and responsibilities

### a. Programme support

- Coordinating team events and activities (managing travel arrangements, arranging venues, accommodation, communicating with participants on logistics, handling per diems, receipts and record keeping).
- Undertaking occasional research, information gathering and collation tasks to support Accord projects, policy and advocacy initiatives, monitoring, evaluation and learning work, with occasional participation in selected external events.
- Assisting leads on specific projects, by supporting them with project management set-up, planning and scheduling, evaluations and reporting. Lead on specific task areas.
- Supporting production processes for publications, including *Accord*; liaising with designers and print companies, sourcing quotes and costing outputs. Occasional in-house design of publications using InDesign (training provided). Supporting editorial management process of *Accord*.
- Handling subscriptions and invoices, and undertaking selected procurement processes.
- Managing publication stocks, including liaising with distributors/storage providers and administering in-house stocks and displays.

### b. Team administration

- Providing logistic and administrative support to members of the team (organising travel arrangements, accommodation, travel forms, cash advances; consolidating expenses and trip reports).
- Team management support (setting up and minuting team meetings and planning exercises, creating and maintaining team schedules and reminders; tracking donor reporting deadlines and requirements; liaison with other teams).
- Developing and maintaining effective record keeping (maintaining and organising shared files and Google Drive, updating database records, ensuring consistent team use of the Monitoring and Reporting System).
- Supervising team input into organisational databases and electronic and paper filing systems, and updating team activities on the internal intranet (Hub).
- Supporting and contributing to team annual and strategic planning processes.
- Helping to coordinate team reporting to the Executive Management Team and Board and to donors, and publishing reports online in line with the International Aid Transparency Initiative (IATI) standard as required.

## Other

- Contribute to the APL team's internal quarterly reporting, annual and strategic planning, including through regular input to Conciliation Resources' monitoring and reporting system (MaRS)
- Support the organisation and delivery of cross-team or cross-organisational learning lead by the APL team and actively participate in learning initiatives or activities within the organisation or in any consortia with which it may be engaged. h.
- Contribute to Conciliation Resources' information systems, website, intranet, social media and contact database, working with the Communications team where relevant.
- Participate in line management meetings, annual appraisals and maintain up to date records on BreatheHR Information System.

- Support and on occasion task manage volunteers.
- Perform other tasks and duties, consistent with the skills and expertise of the postholder, as required in non-routine circumstances.

## **5. Person specification**

### **Experience & knowledge**

- Experience of event organisation and logistics.
- Experience of supporting project management.
- Experience in maintaining electronic databases and filing systems.
- Experience of team or organisational administration.
- Experience of minuting meetings.
- Experience of liaising with external partners and service providers.
- Experience of working in a team and supporting others.
- Understanding of conflict transformation and peacebuilding issues

### **Skills/attributes**

- Excellent organisational skills.
- Ability to work as part of a team and independently, and to manage varied workload.
- Good written and verbal communications skills in English, with ability to summarise and convey information accurately and concisely.
- Use of initiative to propose solutions to challenges
- Good numeracy and planning skills.
- Attention to detail.
- Good interpersonal skills
- Good computer and IT skills including using databases.
- Creative, flexible character and open to new ideas.

November 2018