

Job description

General

Job Title: Senior Adviser, Gender and Peacebuilding (1 year maternity cover)

Location: London-based, with occasional travel

Reporting to: Director of Policy and Learning, within Accord, Policy & Practice team

Responsible for: line management of Gender and Youth Adviser; task management of staff members on specific research outputs; strategic guidance to specific project staff (i.e. Women Mediators across the Commonwealth Programme team); consultants.

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 (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.

Conciliation Resources and gender

Conciliation Resources has built up recognised expertise on gender, peace and security. In line with our focus on inclusion, our aim is for programming, policy engagement and organisational management practice to be gender-sensitive. We have produced practical

resources, including a gender and conflict analysis toolkit for peacebuilding, and contribute to research and policy debates on gender, peace and security. (See more here: <http://www.c-r.org/what-we-do/key-issues-we-work/rethinking-gender-and-peacebuilding>).

Job Overview

Job Purpose

The post holder leads on setting organisational priorities for work on gender, ensuring organisational coherence of approach. The post holder supports delivery of Conciliation Resources' gender-related outcomes as part of its five-year strategic plan (See: <http://www.c-r.org/resources/2020-strategic-plan-partnering-peace>). The purpose of the role is:

- To integrate gender-sensitivity into Conciliation Resources' programming, monitoring and evaluation and learning work, providing expert advice, input and training as needed;
- To lead Conciliation Resources' external thematic engagement on gender, through strategic policy and donor engagement, high-level representation, guidance to staff, and the provision of training and expertise;
- To lead on the design and delivery of high-quality, practice-based gender research and outputs, policy messages and communications outputs;
- To lead on the development and integration of diversity and inclusion into organisational management policy and practice through the Gender Action Plan; and
- To manage and report on specific gender-related project activities.

Scope and accountability

The role of the post holder is to provide conceptual and strategic leadership on gender, applied both internally and externally, and to provide practical, technical support and advice across the organisation.

The post holder is a member of the Accord, Policy and Practice team and reports to the Director of Policy and Learning. They work on activities within APP's remit and across the organisation, in close collaboration with the Director of Programmes and the Chief Operating Officer, as well as with individual teams and functional leads.

The post holder is a member of the Senior Leadership Team, providing expert advice on integrating gender-sensitivity, inclusion and diversity. They participate in ad hoc working groups as needed. They set out the vision and practical implementation plans for gender-sensitivity across the organisation and advise and accompany staff and partners in their implementation of these plans. The post holder provides advice on inclusion/diversity to the Chief Operating Officer and IT/ Diversity Adviser, and gives direct advisory support to staff managing cross-organisational projects.

Key tasks and responsibilities

Developing practice and understanding

- Advise and accompany geographic programme teams and Accord, Policy and Practice teams in integrating gender-sensitivity into their analysis, design, programme activities, outputs and monitoring, evaluation and learning;
- Lead organisational learning and skills development on gender, including with partners; and conducting learning activities, training and developing accessible and high-quality resources. Share and facilitate learning and skills development among external practitioners;
- Lead on integrating gender into annual and strategic planning, organisational results frameworks, fundraising strategies and proposals, working with the Monitoring and Evaluation, Fundraising, and other staff as required;
- Lead on ways to develop gender-sensitivity and support inclusion and diversity in organisational practice, including recruitment, management practice and human resources, in line with the Gender Action Plan; and
- Lead on the monitoring and revision of the Gender Action Plan, reporting annually on progress against agreed benchmarks and objectives in the Plan to the Executive Management Team, providing guidance and recommendations as necessary.

Representing and influencing

- Develop and maintain a wide range of senior and strategic contacts at policy and practitioner level on gender;
- Lead and develop research and analysis initiatives which enhance learning on gender-sensitivity and inclusion and document the results and practice of gender-sensitivity by Conciliation Resources and its partners for external audiences. Task manage staff members on specific research outputs. Ensure outputs of are high quality;
- Formulate and deliver policy messages which further organisational objectives and influence on gender to a variety of audiences, including senior staff from governments and multilateral institutions, and to NGOs;
- Lead on Conciliation Resources' engagement in relevant NGO networks on gender (including European Peacebuilding Liaison Office (EPLO), Gender Action for Peace and Security (GAPS));
- Follow external debates on gender, peace and security, sharing insights and key developments with Conciliation Resources staff; and
- Contribute analysis and information on gender for Conciliation Resources' external communications work, and produce media material and articles.

Project management and advisory support, fundraising

- Supervise and advise the Programme Manager and Programme Officer of the Women Mediators Across the Commonwealth project on activity design and external relationship management. Represent the project, when necessary, to external audiences;
- Act as project manager for Conciliation Resources' activities under the "Harnessing independent early warning expertise to bridge the warning-response gap and enhance conflict prevention" project led by International Crisis Group, liaising with and representing partner organisation Saferworld as necessary. Ensure high-quality of

project activities and outputs;

- Responsible for design, delivery and reporting against all gender related activities and gender mainstreaming under the Peace Research Partnership programme;
- Write proposals, develop budgets, and help fundraise for projects and activities, taking the lead on some applications and in some donor relationships; and
- Manage consultants and volunteers, and task manage relevant staff, ensuring they work as a team and deliver on time.

Other

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

- Participate in Senior Leadership Team meetings, and in organisational working groups as appropriate, and contribute to team and organisational meetings;
- Participate in the Safeguarding Working group, be a champion for the organisations safeguarding policies and practice, advise on issues of the same within the organisation.
- Participate in line management, annual appraisals and keep BreatheHR Information System and MARS up to date;
- Contribute to annual planning and quarterly reporting and re-forecasting processes;
- 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.

Person specification

Knowledge

- Extensive knowledge and understanding of gender, conflict resolution theory and practice
- Degree level academic qualification in a relevant field, or local equivalent or equivalent by experience, such as gender studies, conflict resolution, development, international relations, human rights.
- Knowledge of good practice in project management, including design, monitoring and evaluation, and budget management
- Understanding of the functional and strategic considerations facing an international NGO working in conflict-affected environments

Experience

- Extensive proven experience of providing practical advice, expertise and accompaniment to staff and partners in developing gender-sensitive peacebuilding programmes
- Experience of successful programme or project management, including design, budget development and management, monitoring and evaluation, learning and reporting
- Experience of policy formulation, advice and successful high-level advocacy in the areas of gender, conflict, security or international development

- Experience in design, implementation and delivery of high-level research and analysis in the areas of gender, conflict, security or international development
- Experience in training, facilitation and public presentations
- Successful fundraising experience
- Experience of managing staff or consultants
- Experience of living or working in a conflict-affected society (desirable)

Skills

- Ability to listen actively to and work with and support people from varying backgrounds and with a range of political, cultural, and value orientations
- Excellent verbal and written English language skills; other language skills desirable
- Strong facilitation and training skills
- Excellent presentation and public-speaking skills
- Highly developed conceptual, analytical and problem solving skills
- Ability to summarise and communicate complex information and arguments clearly and accurately and write for a variety of audiences
- 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.

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