

# INTRODUCTION

We're looking for a talented, passionate **International Programmes Manager** to help us launch an ambitious new programme. '**Local First: Transforming the Peacebuilding System**' will support local peacebuilders in Mali, Afghanistan, Sudan and eastern DRC to increase prospects for sustainable peace.

Through Local First, we will work with policymakers and power holders, supporting them to recognise and understand the dysfunctions of the peacebuilding system, and find ways to better support locally-led peacebuilding.

We will develop compelling evidence that local peacebuilding works through the advocacy and research will carry out as part of Local First. The programme will enable local peacebuilders to shape debates on what a future peacebuilding sector could look like and support policymakers to make realistic, tangible commitments to support sustainable peace.

Through Local First, we will strengthen ecosystems of local peacebuilders, so they are better able to contribute to building peace.

This brand new role will be responsible for managing and implementing the programme of work that will deliver these ambitious aims. This role will oversee adaptive programming, led by local peacebuilding actors, providing flexible support and accompaniment.

We are looking for someone with experience supporting peacebuilding, development or humanitarian projects, with an in-depth understanding of peacebuilding approaches, and who can build effective, trust-based relationships with partners.

As part of being a Disability Confident Committed employer, we welcome people with disabilities or health challenges to apply and those who meet our Essential requirements as laid out in the job specification will be guaranteed an interview for the job for which you are applying, through our Disability Confident scheme (formerly known as the Guaranteed Interview Scheme).

This is an exciting opportunity to make a real impact on how peacebuilding is done. I look forward to reading your application and wish you the best of luck.

**Harriet Knox Brown**  
**Deputy CEO and Head of International Programmes and Research**



# INTERNATIONAL PROGRAMMES MANAGER: LOCAL FIRST



**CONTRACT:** Full-time, permanent

**SALARY:** £43,000p.a.

**REPORTING TO:** Peace Direct's Netherlands Office Representative

**LOCATION:** You can be based at Peace Direct's office in London or in The Hague. We also offer hybrid working.

Working within our International Partnerships Programmes and Research Team, you will play a lead role in expanding our support for locally-led peacebuilding with local actors in Afghanistan, eastern DRC, Mali and Sudan.

You will be responsible for managing programmatic and partnership work within our multi-year 'Local First: Transforming the Peacebuilding System' programme funded by the Dutch MfA. You will support programmes staff and local peacebuilding advisors to deliver Local First, which runs from 2024 to 2031.

**The Local First programme has three focus areas:**

- Evidence-based advocacy around both locally led development and decolonising aid. This advocacy will draw on priorities and lessons learned drawn from locally-led peacebuilding programme activities and partnerships in four countries
- Activities focused on strengthening the ecosystem of local actors working for sustainable peace in Afghanistan, eastern DRC, Mali and Sudan. This builds on Peace Direct's existing partnerships in these countries, and will involve the design and delivery of new activities and building new partnerships and networks with local actors
- Embedding learning from Local First into our advocacy and research, and ensuring that Monitoring, Evaluation and Learning (MEL) and research informs our programming in turn. This 'learning loop' will be based on our decolonised MEL framework.



# INTERESTED? Then read on...

## HERE'S HOW YOU CAN APPLY:

Please submit your CV and a covering letter that highlights how you meet the criteria for this role via [Charity Jobs](#).

Your covering letter should be no longer than two sides of A4. Please indicate in your cover letter, should you choose to, whether you are applying through the **Disability Confident Scheme**.

We also offer candidates the choice of submitting a video clip (ie. a video cover letter) if this is preferable to a written cover letter. It should be **no more than 2 minutes in length**. You should email it as a video link via WeTransfer or any other file sharing tool to [recruitment@peacedirect.org](mailto:recruitment@peacedirect.org)

The deadline for applications is midnight on **Sunday 29th September**.

For the video cover letter, the following should guide your speaking points:

- Your name;
- The job you are applying for;
- Describe your overall skills and abilities (as they relate to the post being advertised);
- A brief description of your work experience (in relation to the post being advertised);
- What makes you qualified for the new position;
- Any additional details that help introduce yourself

You should choose either a written cover letter **or** a video cover letter, but we request that you please do NOT submit both.

**Shortlisted candidates will be asked to complete a short supplementary information form.**

We will then run two stages of interviews before appointing the successful candidate. Candidates shortlisted for round one interviews will take two short tests to assess proficiency in French and financial management.

Candidates who are invited to the final round of interviews will need to prepare a presentation, details will be provided with the invite.

Interviews will take place either remotely or at our office in London, in the weeks of the 14th and 21st of October.

### **Our values and commitment to safeguarding**

All offers of employment will be subject to satisfactory references and appropriate screening checks, which includes criminal records (DBS) checks. Peace Direct also participates in the Inter Agency Misconduct Disclosure Scheme (Misconduct Disclosure Scheme). In line with this Scheme, we will ask your consent to request information from previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

By submitting an application, the job applicant confirms their understanding of these recruitment procedures.

# PRINCIPAL RESPONSIBILITIES

## **ENSURE THE EFFECTIVE MANAGEMENT AND IMPLEMENTATION OF A COMPLEX, MULTI-COUNTRY PROGRAMME OF WORK**

- Oversee a portfolio of programmes across four focus countries and ensure effective management and implementation, including through programme monitoring and tracking processes
- Provide technical leadership and operational oversight to projects and partnerships within the Local First: Transforming the Peacebuilding System programme, in close collaboration with the relevant Senior Programme Officer/s
- Ensure effective budgeting and planning of programme activities, in close collaboration with the Finance Team
- Ensure that all project monitoring, evaluation and learning processes are maintained to a high standard, with emphasis on locally-led methods, in close collaboration with the MEL team
- Contribute to the development and implementation of quality assurance processes and procedures to ensure that programme initiatives are delivered to a high standard
- Monitor and manage programme-related risks and ensure compliance and donor requirements are maintained
- Contribute to the development of high-quality financial and narrative reports for the Dutch MfA and other stakeholders

## **DEVELOP AND MAINTAIN MUTUALLY ACCOUNTABLE, TRUST-BASED RELATIONSHIPS WITH LOCAL PEACEBUILDING ACTORS**

- Oversee the scoping and establishment of partnerships with new local peacebuilding actors in Afghanistan, eastern DRC, Mali and Sudan
- Ensure effective coordination with Senior Programme Officers in providing support and accompaniment to existing and new partnerships in these four countries
- Support learning, exchange and networking activities including online and in-person convenings of local peacebuilding actors
- Oversee due diligence processes with new partner organisations and the development and monitoring of strategic partnership agreements where relevant
- Ensure that all communication with partners is clear, respectful and supportive

## **CONTRIBUTE TO THE DESIGN AND DEVELOPMENT OF NEW WORK IN SUPPORT OF TRANSFORMING THE PEACEBUILDING SYSTEM IN FOUR FOCUS COUNTRIES**

- Oversee and provide input to mapping of local peacebuilding capacities and the wider civil society ecosystem in the four focus countries
- Provide feedback on new programming ideas developed by local peacebuilding partners
- Ensure conflict analyses are updated for each of the four focus countries
- Ensure effective integration of conflict and gender sensitive approaches in programming and partnerships
- Explore ways to embed Mental Health and Psychosocial Support (MHPSS) approaches within peacebuilding programming
- Contribute to building and maintaining strong relationships with the funding partner, the Dutch MfA

## **LINE-MANAGEMENT, SUPPORT AND SUPERVISION**

- Provide effective line management to a Senior Programme Officer to ensure high levels of performance, motivation and retention
- Provide remote support and supervision for local peacebuilding advisors in the four countries
- Provide support and supervision to consultants

## **ORGANISATIONAL LEARNING**

- Work closely with the MEL and the Research teams to activate our learning loop by ensuring programme learning is embedded into advocacy and research efforts, and MEL and research efforts in turn inform programming
- Ensure lessons from programme activities are captured and disseminated among partners and across the organisation
- Ensure that other staff within the organisation have adequate knowledge and updated information on the programme work you are supporting, to enable them to do their job effectively

## **INTERNAL RELATIONS**

- Coordinate with International Programme Managers, Senior Programme Officers and Local Peacebuilding Advisors to ensure effective partnership and programme management in the four focus countries
- Work closely with the Advocacy team to coordinate support for country-focused advocacy and influencing work
- Coordinate with staff from other teams (Fundraising + Communications, Finance + Operations) to ensure effective project implementation

- Support the International Partnerships and Programmes team to continuously improve its systems, administrative processes and communication within the team, with other teams in Peace Direct, and with partners
- Support Peace Direct's Fundraising and Communications team with the collection of content and case studies, with emphasis on locally-generated materials
- Perform any other role related tasks as directed by the Peace Direct Netherlands Office Representative and/or Head of International Programmes and Research

### **CONTRIBUTE TO THE STRENGTHENING OF PEACE DIRECT'S REPUTATION AS A LEADING PEACEBUILDING ORGANISATION**

- Represent Peace Direct at relevant meetings and conferences, under the direction of Peace Direct Netherlands Office Representative
- Develop and maintain relationships and effective communications with relevant partners and stakeholders – including representatives of the Dutch MfA - under the direction of Peace Direct Netherlands Office Representative
- Represent Peace Direct in relevant networks/communities of practice to share learning and experiences
- Contribute to Peace Direct's learning partnerships with peer organisations/funders. This includes active participation in learning spaces established through the Dutch MfA.
- Keep abreast of trends in locally led peacebuilding so that our work remains relevant.

### **TRAVEL**

- Conduct 3-4 overseas visits per year, sometimes to remote or high risk locations.
- Travel in the UK and Europe to represent Peace Direct externally.

### **ENVIRONMENT**

- Out of hours work and occasional overseas travel, sometimes at short notice to high risk locations.
- The role holder can be based at either Peace Direct's office in London or in The Hague. Hybrid working is offered.

### **DISCRETION TO ACT**

Working within the framework of the strategic plan, the post holder will take responsibility for their own work and for reaching targets set for them. This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required. This job description is subject to regular review and appropriate modification.

# PERSON DESCRIPTION



## ESSENTIAL

- Extensive relevant experience supporting peacebuilding, humanitarian or development projects (peacebuilding experience will be prioritised)
- In-depth knowledge and understanding of peacebuilding approaches and methodologies (gained through academic study and/or other experiences)
- Excellent project management skills, with experience of managing complex programmes and adapting to change
- Experience of working with local partner organisations in ways which are responsible, mutually respectful and mutually accountable
- A passion for peacebuilding and a commitment to supporting local peacebuilders
- Line management experience, with the ability to support and motivate a team
- Excellent budget/financial management skills (tested at interview)
- Fluent in written and spoken English, with working proficiency in French (tested at interview)
- Excellent written and spoken communication skills
- Excellent team working skills, with the ability to build successful relationships across teams and countries
- Excellent organisational, multi-tasking and time-management skills
- Ability to think creatively and take decisions with minimal supervision
- Willingness to travel to conflict affected countries

## DESIRABLE

- Experience of working directly with local actors in conflict-affected and/or fragile contexts
- Experience of managing multi-country programmes
- Contextual knowledge/working experience of one or more of the following countries: Afghanistan, eastern DRC, Mali, Sudan
- Knowledge of participatory design methodologies