

INTRODUCTION

Local First: Transforming the Peacebuilding System

We're looking for an experienced, passionate **Senior Programmes Officer** to work closely with our existing programmes staff and local peacebuilding partners to help coordinate and deliver an ambitious new programme of work.

'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, Peace Direct will work with policymakers and power holders, supporting them to 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 we'll carry out as part of Local First. The programme will enable local peacebuilders shape debates on what a future peacebuilding sector could look like, and support policymakers to make realistic, tangible commitments to support sustainable peace.

As Senior Programmes Officer (SPO) you will be responsible for developing and coordinating partnerships with local peacebuilders across four countries, with initial emphasis on Mali. You will work closely with our SPOs who manage existing partnerships in the four countries, and create opportunities to bring partners together to learn from one another. You will also support the development, coordination and delivery of Local First, working closely with the International Programmes Manager and Peace Direct's Netherlands Country Representative.

We are looking for someone with experience supporting peacebuilding, development or humanitarian projects, with a good understanding of peacebuilding approaches, and who can build effective, trust-based relationships with local partners. You must be a team player who enjoys working collaboratively, have excellent organisational skills and be able to work in both English and French.

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





Senior Programmes Officer: Local First

CONTRACT: Full-time, permanent

SALARY: £35,800p.a.

REPORTING TO: International Programmes Manager: Local First

LOCATION: Peace Direct's Office in London or The Hague. We also offer hybrid working.

Working within our International Partnerships Programmes and Research Team, you will support and coordinate locally-led peacebuilding projects and partnerships in conflict-affected countries including Afghanistan, eastern DRC, Mali and Sudan.

You will support the expansion and coordination of partnerships and local peacebuilding efforts within our multi-year programme 'Local First: Transforming the Peacebuilding System', funded by the Dutch MfA. You will work closely with International Programme Managers and other Senior Programmes Officers in Peace Direct who support existing partners in the four countries, and coordinate with local peacebuilding advisors to help 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

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.

If we shortlist you for interview, we will also ask you to take a short test to assess your proficiency in French.

Shortlisted candidates will need to prepare a presentation to deliver at interview, details will be provided when we invite you to interview.

Interviews will take place either remotely or at our office in London, in the week of the 14th 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

COORDINATE AND PROVIDE SUPPORT FOR PARTNERSHIPS WITH LOCAL PEACEBUILDING ACTORS

- Manage a portfolio of partnerships with local peacebuilding actors across Afghanistan, Mali, Sudan and eastern DRC
- Collaborate closely with the other Senior Programme Officers managing existing partnerships in these countries
- Support mapping of the local peacebuilding ecosystem and development of new partnerships with local peacebuilding actors, to help deliver Local First
- Work closely with local peacebuilding actors to provide relevant support, advice and accompaniment
- Act as Peace Direct's first point of contact with local peacebuilding partners you manage, ensuring all communication is clear, respectful and supportive
- Plan, deliver and evaluate networking and convening opportunities that bring partners together to learn and share at both online and in-person events.

SUPPORT THE MANAGEMENT, COORDINATION AND DELIVERY OF A COMPLEX, MULTI-COUNTRY PROGRAMME

- Support the International Programmes Manager to coordinate a portfolio of locally-led peacebuilding programmes across Afghanistan, Mali, Sudan and eastern DRC, and ensure effective management and implementation, including through programme monitoring and tracking processes
- Collaborate with Local Peacebuilding Advisors in the four focus countries on programme planning and delivery
- Support the logistics of visits (of Peace Direct staff and/or partners) and online and in-person events involving Peace Direct staff and partners
- Work closely with Peace Direct's partners and MEL and Research teams to jointly strengthen knowledge and practice in capturing learning and measuring impact
- Ensure effective compliance and due diligence for projects developed under Local First
- Contribute to the development of high-quality financial and narrative reports for the Dutch MfA and other stakeholders
- Working closely with the Programme Finance Manager, monitor the finances of projects in the countries that sit within the postholder's responsibility. This includes effective budgeting, budget monitoring, monitoring partner financial reports and producing project finance reports

COORDINATE THE DEVELOPMENT OF NEW WORK

- Support the development of peacebuilding initiatives in the four countries to deliver Local First
- Incorporate conflict and gender sensitive approaches in programme design
- Conduct conflict analyses to inform programme development and adaptation
- Keep abreast of trends in locally led peacebuilding so that our programme work remains relevant

CONTRIBUTE TO 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
- Support the International Programmes Manager to ensure lessons from programme activities are captured and disseminated among partners and across the organisation
- Support the International Programmes Manager to 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 other staff working on Local First – including other Senior Programme Officers – 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 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 International Programmes Manager, Peace Direct Netherlands Office Representative and/or Head of International Programmes and Research

EXTERNAL REPRESENTATION

- Represent Peace Direct at meetings with external organisations and institutions, and at external events, under the direction of the International Programmes Manager – Local First
- Represent Peace Direct in relevant networks/communities of practice to share learning and experiences, including contributing to Peace Direct's learning partnerships with peer organisations/funders

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

- Demonstrable experience supporting peacebuilding, development or humanitarian programmes (peacebuilding experience will be prioritised)
- Experience of coordinating and managing large, complex projects
- Experience 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
- Fluency in written and spoken English and working proficiency in French (tested at interview)
- Excellent organisational skills, with the ability to work to tight deadlines in meeting departmental, organisational and donor targets
- Excellent budget/financial management skills
- Strong interpersonal skills with the ability to relate to people from a broad range of backgrounds, culture and influence.
- Ability to think creatively and take decisions with minimal supervision
- Good team player with self-motivation and an appetite to succeed, and willingness and readiness to support colleagues
- Sensitivity, sound judgement and pragmatism to deal effectively with delicate and important situations
- Willingness to travel overseas and to perform well in challenging and sometimes difficult areas, conditions and situations.

DESIRABLE

- Experience of working directly with local actors in conflict-affected and/or fragile contexts
- Contextual knowledge/working experience of one or more of the following countries: Afghanistan, eastern DRC, Mali, Sudan
- Knowledge and experience of Monitoring, Evaluation and Learning for participatory programmes