



Position Title: **Project Development Officer**

Location: **London (hybrid)**

Contract type: **Full (5-day week)**

Reporting to: **Deputy CEO**

Salary range: £30,000 - £35,000 (full time equivalent) (depending on experience and skills)

Inter Mediate is one of the world's leading independent conflict resolution organisations. Operating out of London, it works in conflict zones around the world to support peace negotiations and advise on strategies to stop and prevent wars. This is an exciting opportunity to join its small, expert projects team as a **Project Development Officer**, supporting Inter Mediate's Project Directors to advance peace negotiations with a special focus on conflicts in the Middle East and Africa.

### **Role summary**

The Project Development Officer (PDO) will work within the Inter Mediate Projects Team under the guidance of the Projects Directors and coordination with the Deputy CEO, Operations Team and CEO, to:

- Support and implement Inter Mediate's existing projects portfolio supporting peace talks and other high-level peace initiatives.
- Build and manage relationships with senior stakeholders in conflict and peace processes, mainly in Africa and the Middle East
- Identify and develop entry points for new projects.
- Monitor and analyse political developments across areas relevant to Inter Mediate's work.
- Research lessons from past peace efforts relevant to Inter Mediate's current work.
- Support the Operations Team and Project Directors to prepare project proposals and budgets, narrative and financial reporting, and collect evidence of project impact.

### **Specific responsibilities:**

- Contribute to strategies to deliver Inter Mediate projects and institutional priorities.
- Support the Project Directors to cultivate and maintain relationships with key interlocutors and relevant experts in the field.
- Undertake travel, including to conflict settings.
- Draft high quality policy memos, speeches and concept notes for senior audiences.
- Provide logistical support for project delivery, including managing travel of project teams, interlocutors and consultants.
- Monitor media, think tanks and other analysis centres on conflict dynamics, and produce briefings and analytic papers for the CEO ahead of travel or engagement with key interlocutors.

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- Oversee production of research papers on peacemaking lessons, based on demand from interlocutors.
- Scope for potential new projects and develop new project feasibility studies.
- Support the Project Directors and Operations Team in donor management and project accountability, including contributing to preparation of project proposals and budgets, and reporting in line with donor requirements.
- Compile project progress reports for senior management/trustees' meetings.
- Represent IM in external contexts where necessary.
- Undertake other tasks in support of IM's work overall as required.

### **Experience, qualifications and skills:**

Successful candidates would need to demonstrate:

- ✓ A masters degree in politics, conflict resolution and peacebuilding, international affairs, public policy or an equivalent subject. Relevant work experience may be accepted in lieu.
- ✓ Three years of work experience in conflict resolution or peace process support for a governmental, non-governmental or inter-governmental organisation, or an equivalent field such as diplomacy, humanitarian access, political risk advisory services, conflict journalism or conflict analysis. Experience relevant to West Africa and Middle East preferred.
- ✓ Excellent written English, and evidence of ability to produce high-quality written work to deadline.
- ✓ A strong understanding of political and conflict dynamics – particularly Africa and the Middle East - and the ability to produce well-structured and concise analysis
- ✓ Ability to operate successfully in high pressure, sensitive political environments and support high-level individuals
- ✓ Experience of work and travel in conflict-affected areas, and willingness to travel independently, with support from the Project Directors.
- ✓ Evidence of strong cross-cultural interpersonal skills.
- ✓ Flexibility and adaptability to support the smooth running of a small team, and willingness to take an “all hands on deck” approach when required.
- ✓ Fluency in French, Arabic or other languages (desirable)

Inter Mediate particularly welcomes applicants from diverse backgrounds.

### **Working at Inter Mediate**

A normal working week consists of 35 hours. Our office operates between 8am and 6.30pm with core hours from 9.00am to 5.00pm. Inter Mediate operates a hybrid working model, with at least 2 set days per week in the office in London.



**Benefits include:** 25 days holiday, pension contribution and private health insurance (following successful completion of the 6-month probationary period).

**To Apply by 1st Jun 2024 :**

Send a one page **cover letter** explaining why you would be a good candidate for this position, a **CV** and a **writing sample** (no longer than three pages) to [recruitment@inter-mediate.org](mailto:recruitment@inter-mediate.org)

*IM is unable to currently sponsor working visas. All applicants must have the right of employment within the UK. Inter Mediate welcomes applicants from diverse backgrounds.*

*Only full applications will be considered. Only short-listed candidates will be contacted.*