**JOB DESCRIPTION**

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| **Job Title** | **Director, Peacebuilding Advisory Unit** |
| **Reports to** | **Director of Policy, Advocacy and Communications** |
| **Management Responsibility** | **Staff – currently 11 (5 direct reports)**  **Annual budget – currently just under £2m** |
| **Job location** | **London, UK** |
| **Grade** | **2A** |
| **Contract Duration** | **Permanent, full-time**  *This role was previously held as a job-share, and applications for this role on a job-share basis are also welcome.* |

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| **About Us** |
| Our mission is to build a more peaceful world by working with people directly affected by violent conflict to find peaceful solutions; shaping policies and practices to support peace; and collaborating with all those striving for peace.  International Alert focuses on solving the root causes of conflict, bringing together people from across divides. From the grassroots to policy level, we come together to build everyday peace. Peace is just as much about communities living together, side by side, and resolving their differences without resorting to violence as it is about people signing a treaty or laying down their arms. That is why we believe that we all have a role to play in building a more peaceful future.  Alert’s global office is based in London, while its European office is in the Hague. Our main areas of operation are Africa, Asia, the Middle East and parts of Europe.  The majority of our (circa) 240 staff work in country offices, partnering with local civil society organisations to support people and institutions to better anticipate and manage conflict without violence.  Now over 30 years old, Alert is a well-established global advocate and on-the-ground presence in the peacebuilding sector. |
| **Job Purpose** |
| The purpose of this position is to lead and manage International Alert’s Peacebuilding Advisory Unit (PAU).  PAU is the key hub where Alert’s global network of peacebuilders is connected through the big themes which cut across our work: climate change and natural resource management; gender; peace economies; and conflict sensitivity. It provides thematic and programmatic advice to Alert’s country teams, runs thematic programming on these priority issues, and serves as a hub coordinating distributed networks of expertise in the organisation. PAU leads on global policy and advocacy engagement with a range of stakeholders, ensuring Alert’s continued leadership in international peacebuilding discourse and practice. The team also coordinates technical advisory service work provided by International Alert to different clients.  First established in 2016, PAU is now implementing a two-year strategy until autumn 2023 towards three objectives:   1. To enhance **strategic technical support** across Alert country programmes around Gender & Peacebuilding; Climate Crisis & Natural Resource Management; Peace Economies; and conflict sensitivity. 2. To act as a pivot for Alert’s **global influencing**, driving influencing priorities in Climate Crisis & Natural Resource Management and in Gender and Peacebuilding 3. To **share learning and knowledge** around thematic areas across Alert and outwards with Alert’s partners.   The Director provides leadership and vision, directs PAU’s strategy, ensures its financial sustainability and manages the team and funds. The Director ensures that the PAU team are well coordinated internally, and with external networks and partners, and works closely with senior staff across Alert. The Director plays a crucial leadership role in Alert’s overall organisational coherence, and as a senior member of the management and leadership regularly represents Alert and its messages and ideas externally. The role sits on Alert’s Executive Team. |
| **Duties and Responsibilities** |
| **Provide strategic leadership to the PAU team**   * Implement PAU’s existing 2021-2023 strategy and develop future strategy; * Develop, implement, monitor, adjust and report on PAU workplans; * Lead the team, ensuring coherence across the different aspects of PAU’s work; * Guide, motivate and manage the performance of PAU staff, coaching and mentoring them to anticipate and solve problems; * Ensure that the PAU team is structured to be effective and efficient, and that it can access the support required from other functions such as finance, HR, and fundraising; * Position and represent PAU across the organisation, building a shared understanding among Alert teams of the role of PAU and the support and added value it can offer.   **Drive Alert’s global policy advocacy and representation in thematic priority areas**   * Design and implement plans to achieve and win change in PAU’s influencing priority areas, including by directly advocating to key decision-makers, and working closely with the Director for Policy, Advocacy and Communications; * Lead Alert’s engagement on selected policy processes and initiatives, including engagement in major international reviews, conferences; * Develop and maintain collaborative relationships with other organisations and networks in the peacebuilding sector and beyond; * Ensure PAU’s research outputs are of high quality and designed to achieve change; * Represent the organisation and its messages, support other PAU staff to do so, and champion influencing across Alert.   **Strengthen PAU’s technical support for country programmes**   * Ensure that PAU provides high-quality support to country programmes in the thematic areas of Gender & Peacebuilding; Climate Crisis & Natural Resource Management; Peace Economies; and conflict sensitivity; * Support the Director of Programmes to establish technical support in areas outside of PAU’s thematic areas, and work closely with the DoP (who leads on peacebuilding approaches, programming framework, impact and learning) as part of an internal ecosystem of peacebuilding expertise and innovation; * Ensure that PAU’s activities and ways of working contribute to and promote a strong culture of horizontal learning and trust across country teams; * Promote a culture of learning, strategic thinking and sharp focus on impact within PAU; * Develop and ensure uptake of research, conflict-sensitivity and gender-sensitivity standards within Alert. * Act as a “thought leader” and “policy go-to” within Alert on peacebuilding issues, including supporting the Director of Policy, Advocacy and Communications, Director of Programmes, Executive Director and wider Executive Team on issues that arise.   **Oversee global thematic programmes, secure new funds, manage donor relationships and ensure PAU’s long-term sustainability**   * Lead and play a hands-on role in the development of project proposals, ensuring that PAU staff, programme design and fundraising staff, and regional programme colleagues as appropriate are fully involved; approve proposals being submitted to donors; * Oversee the delivery by PAU’s thematic leads of thematic programmes which achieve peacebuilding impact and help translate local insights into global expertise and advocacy; * Support Alert’s provision of technical advisory services, especially through the Conflict Hub, providing conceptual leadership in relation to tools, services and approaches on offer and conceptualising how to expand this work in line with organisational strategy; * Implement and develop/evolve a business model for PAU that is realistic and achieves financial sustainability for the team; * Ensure timely and high-quality reports are provided to donors, demonstrating project’s impacts; * Build strong relationships with key funding partners; * Work with the finance department and PAU colleagues to develop and manage an annual working budget (currently just under £2m), and to monitor financial performance; * Ensure that programme funds are spent in compliance with Alert policies, donor budgets and any other stipulations – including funds passed to partners; * Ensure that resources purchased with donor funds are used appropriately and maintained securely. |
| **Travel requirements** |
| This has always been a role involving regular global travel. We have learnt much during the pandemic about alternative ways of working, and are still learning on this. So while we would welcome applications from candidates able to commit to regular travel, there are other ways to make a big impact in this job if you are unable to commit to such a working pattern, so don’t let that stop you applying! |

**PERSON SPECIFICATION**

**ESSENTIAL REQUIREMENTS**

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| **Talents** |
| At Alert, we have introduced Talent Management to our business model as we believe talented people are crucial to the success of our work. We believe all individuals are talented and success comes in matching the right talents to the right roles.  For this role, the skills, qualifications and experience listed below are important, but we believe that to be great in this job you are likely, first and foremost, to have a talent for the kind of leadership which allows you to identify, create and coordinate opportunities for joined-up work between different parts of the organisation and with partners, and inspire others whose involvement or support is needed.  This is what we will be looking for above all else. |

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| Significant experience working on peacebuilding issues relevant to Alert’s work, including experience based in conflict-affected contexts |
| Knowledge of how to make change happen, including demonstrable experience in achieving changes to policies, practices, budgets, laws, or norms. |
| Experience in managing substantial and complex programmes/projects, including managing and reporting on the use of restricted donor funds. |
| Proven ability to lead and motivate complex teams, and supervise and support individual staff. |
| Proven ability to develop and maintain external and internal relationships and networks. |
| Entrepreneurial skills and experience of business development, including commercial tendering and contracting. |
| Significant experience of raising funds through a combination of proposal design, networking and negotiation. |
| Experience designing project proposals which attracted funding, and knows what makes a high-quality proposal. |
| Excellent verbal and written communication skills in English. |
| Commitment to and understanding of safeguarding |
| Commitment to International Alert’s values, to Gender, Diversity, Equity and Inclusion, and to anti-racism. |
| Existing right to work in the UK. |

**DESIRABLE REQUIREMENTS**

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| Detailed knowledge and understanding of at least one of the following thematic areas: Peace Economies; Climate Crisis and Natural Resource Management; Gender and Peacebuilding; Conflict Sensitivity. |
| Ability to communicate in an additional language to English (ideally Arabic, French, Russian or Spanish) |
| Lived experience of conflict. |
| Experience in the non-governmental/non-profit sector, ideally within international aid or development. |