

## **JOB DESCRIPTION**

**Job Title:** **International Programmes Manager (Maternity Cover)**

Full time (35 hours a week)

Job family: Manager

Starting: January 2021

**Job Purpose:** The International Programmes Manager is responsible for leading the management and coordination of Peace Direct's programmes and overseeing the work of the Programmes Officer, Senior Programmes Officer and the Senior Programmes Finance Officer.

This post is a maternity cover for up to 12 months.

**Responsible to:** Head of International Programmes

**Responsible for:** Programmes Officer (1), Senior Programmes Officer (1), Senior Programmes Finance Officer (1)

### **Project Management**

- Oversee all major projects in international programmes and ensure their effective management
- Ensure effective budgeting and planning of projects (in close collaboration with the International Programmes Officers and International Programmes Finance Officer)
- Ensure that all project M&E processes are maintained to a high standard.
- Ensure risks associated with programmes are effectively managed and that all compliance and donor requirements are met.
- Oversee financial and narrative reporting for donors (in close collaboration with the International Programmes Officers and Programme Development staff)

### **Internal and external coordination**

- Provide direction to and integration across the programmes portfolio
- Coordinate with Programme Officers to ensure effective implementation of projects in country
- Coordinate with other teams and staff internally to ensure effective project implementation (eg. policy and research components of international projects)
- Coordinate with international and thematic project partners to ensure effective project implementation

### **Line-manage staff in the International Programmes team**

- Effectively line manage the International Programme Officers, Senior Programme Officer and Finance Officer in order to ensure high levels of performance, motivation and retention

### **Oversee the Local Action Fund small granting mechanism**

- Provide over-arching management to the Local Action Fund (Peace Direct's innovative small granting mechanism established in 2019)
- Provide operational oversight to the Local Action Fund
- Work closely with the Programme Officers and Head of International Programmes to improve small granting mechanisms

### **Organisational Learning**

- Work closely with the Monitoring, Evaluation and Learning Advisor and the Policy & Research team to embed learning from projects into advocacy and research efforts, and ensure that lessons from research inform programmes
- Ensure lessons from projects are captured and disseminated among partners and across the organisation
- Ensure that other staff within the organisation have adequate knowledge about Peace Direct's international programmes to enable them to do their job effectively

### **Programme Development**

- Work closely with the Head of International Programmes and the Programme Officers and Senior Programme Officer to develop concepts and plans for future work
- Work closely with the Programme Funding Manager to develop proposals for future work

### **Internal Relations**

- Work collaboratively to help in the delivery of Peace Direct's strategy
- Help the International Programmes team to continuously improve its systems, administrative processes and communication with partners and other Peace Direct departments.
- Support Peace Direct's Fundraising and Communications team with the collection of content and case studies.
- Perform any other tasks as directed by the Head of International Programmes

### **External Representation**

- Represent Peace Direct at relevant meetings and conferences, under the direction of the Head of International Programmes
- Develop and maintain relationships and effective communications with relevant stakeholders, under the direction of the Head of International Programmes

### **Travel**

- Conduct occasional overseas visits on Peace Direct's business, sometimes to rural / difficult locations.
- Occasional travel in the UK to represent Peace Direct externally.

**Environment:**

- Out of hours work and occasional overseas travel, sometimes at short notice to difficult locations.
- The position is based at PD's office in London.

**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.

*In our efforts to be a diverse and inclusive employer, with equality of opportunities regardless of personal identity, we strongly encourage individuals from disadvantaged and underrepresented backgrounds to apply, including Black, Asian and Minority Ethnic (BAME), LGBTQ+, neurodivergent thinkers, people with disabilities and people with mental health challenges.*

**Person Specification****Essential:**

- Minimum of five years' relevant experience supporting peacebuilding, humanitarian or development projects
- Strong project management skills and experience managing a portfolio of multiple complex institutionally funded projects (EU, DFID, FCO, USAID etc)
- Line management experience
- In-depth knowledge and understanding of peacebuilding and related subjects (gained either through academic study or other experiences)
- Excellent budget/financial management skills
- Fluent in written and spoken English
- Fluent in written and spoken French
- Excellent written and spoken communication skills and ability to work with people from a variety of backgrounds
- Excellent team working skills
- Excellent organisational, multi-tasking and time-management skills
- Ability to think creatively and take decisions with minimal supervision
- A passion for peacebuilding and a commitment to supporting local peacebuilders
- Understanding and first-hand experience of effective and values-based partnerships with local actors
- Willingness to travel to conflict affected countries

**Desirable:**

- Experience of working with local partners, ideally in conflict affected areas
- Experience working in sub-Saharan Africa
- Fluency in Spanish, Swahili and/or Arabic
- Experience of training others

*Job description revised August 2020*