

JOB DESCRIPTION

Job Title: Head of Programmes and Research

Job Purpose: The Head of Programmes and Research is a member of Peace Direct's Senior Management Team, reporting to the Chief Executive and directly responsible for providing strategic direction for, and managing, Peace Direct's existing portfolio of projects, partnerships and research

Responsible to: Chief Executive

Line Management of: International Programme Manager, Programme Funding Manager, Research Manager, Senior Learning and Evaluation Advisor

Main Responsibilities

- i) Provide strategic direction for Peace Direct's programmes and research, including consideration of new partnerships, approaches, geographies and thematic areas.
- ii) Ensure the effective implementation of Peace Direct's portfolio of programmes and research projects, so that they meet the highest standards and are able to demonstrate their impact.
- iii) Provide oversight for all co-learning with partners, including co-ordinating and utilising the skills and resources of Peace Direct staff and consultants
- iv) Ensure that Peace Direct maintains supportive and mutually accountable relationships with local partners,
- v) Pro-actively pursue funding opportunities for Peace Direct's programmes and research worldwide, in close collaboration with the Programme Funding Manager and the CEO.
- vi) Line-management of senior staff at Manager level or equivalent, within the team.
- vii) Contribute to the strengthening of Peace Direct's reputation as a leading peacebuilding organisation.
- viii) Ensure coordination with Peace Direct's Policy and Advocacy Team (based in the US), helping to strategically link partnerships, research, and policy change efforts as appropriate
- ix) Deputise for the Chief Executive as requested

Key Tasks

Provide strategic direction for Peace Direct's programmes and research, including consideration of new partnerships, approaches, geographies and thematic areas.

- Ensure that Peace Direct achieves its strategic goals as they relate to programme growth, quality, partnerships and research.
- Lead in the identification and selection of new partners and projects.
- Ensure that programme development targets are met.
- Explore potential collaboration with other NGOs and interested parties to develop joint bids and programmes of work.
- Keep abreast of current trends in locally led peacebuilding so that our work remains relevant.

Ensure the effective implementation of Peace Direct's portfolio of programmes and research projects, so that they meet the highest standards and are able to demonstrate their impact

- Thought leadership of specific strategically important programmes to ensure that Peace Direct remains at the forefront of thinking and practice as it relates to supporting locally led peacebuilding.
- Developing and overseeing the relevant quality assurance processes and procedures so that all programmes and projects are delivered to a consistently high standard.
- Effective oversight of departmental, programme/research budgets and internal communication processes to ensure that all project finances are maintained to a high standard.
- Overseeing all processes as they relate to in-country monitoring, travel risk management, technical advice and support to local partners to ensure that all programmes are implemented and reported to a high standard

Provide oversight for all co-learning with partners, including co-ordinating and utilising the skills and resources of Peace Direct staff and consultants

- Provide oversight of Peace Direct's monitoring, evaluation and learning (MEL) framework, contributing to increasing the organisation's and partners' MEL capacity and quality and working with partners to demonstrate impact
- Ensure impact is effectively communicated internally and externally, including coordinating with Peace Direct's Fundraising and Communications team to showcase impact externally in ways which are ethical and not extractive
- Develop an overarching framework for capacity strengthening and sharing with and among partners
- Ensure tailored training and support is offered to all partners, utilising staff and consultant skills.
- Lead in the identification of suitable collaborating partners who can assist in Peace Direct's capacity building plans
- Development of Peace Direct's approach to supporting the financial sustainability of partners, including income generation and innovative financing for peacebuilding.

Ensure that Peace Direct maintains supportive and mutually accountable relationships with local partners

- Ensure regular and structured ways to connect and communicate with partners, outside of specific project related matters.

- Establish partner feedback mechanisms so that Peace Direct is regularly able to assess the strength of the relationship with partners.
- Thought leadership on how issues of Diversity, Equity and Inclusion can be integrated into partnerships with local organisations.

Pro-actively pursue funding opportunities for Peace Direct’s programmes and research worldwide, in close collaboration with the Programme Funding Manager and the CEO.

- Build relationships with key institutional donors such as the EU, USAID and FCDO in order to increase the prospects of funding.
- Ensure effective coordination on all funding bids with the Programme Funding Manager and the CEO.

Line-management of senior staff at Manager level or equivalent, within the team

- Ensure that all staff in the P&R team are effectively line managed in order to ensure high levels of performance, motivation and retention
- Ensure that there is a high level of integration between programmes, research and advocacy, as well as integration between UK and US staff

Contribute to the strengthening of Peace Direct’s reputation as a leading peacebuilding organisation (External relations):

- Represent Peace Direct at relevant meetings and conferences
- Co-ordinate activities with Peace Direct’s US Executive Director to ensure a high profile for Peace Direct’s work

Ensure coordination with Peace Direct’s Policy and Advocacy Team (based in the US), helping to strategically link partnerships, research, and policy change efforts as appropriate

- Communicate regularly with the Policy and Advocacy Team to inform policy change efforts with the latest partnership developments
- Support the development of more advocacy engagements with partners, in coordination with Policy and Advocacy staff

Deputise for the Chief Executive as requested

- At the request of the CEO, deputise for the CEO at key internal and external meetings.
- In the event that the CEO is unavailable, the Head of Programmes and Research is the Acting CEO, responsible for line management of the Senior Management Team
- Lead the Crisis Management Team, as necessary.

Internal Relations:

- Work very closely with Finance and Communications staff, in addition to other members of SMT to help deliver PDs strategy
- Ensure effective integration of activities between Peace Direct UK and Peace Direct US
- Ensure that the P&R team is fully integrated into all other aspects of Peace Direct’s work
- Perform any other tasks as directed by the CEO

Organisational Learning:

- Ensure that learning and reflection is embedded in the culture of the P&R department
- Work closely with other SMT staff to promote organisational learning.

Communications:

- Support the communications needs of Peace Direct by contributing to the collection of good quality case studies and photos, particularly during in-country visits.
- Contribute to PD's publications, publicity events and other events, where appropriate

Travel:

- Conduct regular overseas visits on PD's business (approx. 8 trips per year), sometimes to rural / difficult locations.
- Occasional travel in the UK to represent PD externally

Environment:

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

Discretion to Act:

Working within the framework of the strategic plan, the post holder will take responsibility for his/her own work and for reaching targets set for him/her.

Person Specification

Essential:

- At least 5 years' experience in the peacebuilding sector or a similar field.
- At least 3 years' experience in managing teams
- A passion for peacebuilding
- Demonstrable experience in supporting local organisations in the global south
- Experience of developing and implementing departmental and organisational strategies
- Proven experience of directly managing large, complex institutionally funded projects (EU, DFID, FCO, USAID etc)
- Strong background in programme development and management, particularly of peacebuilding programmes
- Fluency in French
- Excellent budget/financial management skills
- Excellent people management skills
- Excellent communication skills and ability to work with people from a variety of backgrounds
- A creative thinker with an interest in thinking laterally about complex problems and in finding solutions to problems and challenges experienced by local partners
- Fluent written and spoken English
- Excellent team working skills

Desirable:

- Experience in managing complex research projects
- Fluency in Spanish, Swahili and/or Arabic
- Experience of training others