

**JOB DESCRIPTION**

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| **Job Title** | Head of Policy and Practice – Peace Economies |
| **Reports to** | GPU Director |
| **Direct Management Responsibility** | Adviser, consultants, and interns |
| **Job location** | Democratic Republic of the Congo, Kenya, Kyrgyzstan, Lebanon, Mali, Myanmar, Nepal, Netherlands, Niger, Nigeria, Rwanda, Tajikistan, Tunisia, Ukraine, United Kingdom |
| **Grade** | 2 |
| **Contract Duration** | Permanent |

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| **Job Purpose** | | |
| The Head of Policy and Practice – Peace Economies drives and shapes International Alert’s work to understand and influence the economic drivers of conflict and peace. The post holder provides strategic, conceptual and hands-on policy and programmatic leadership on our business and peace programmes, influencing the policies and interventions of governments, international organisations, NGOs and businesses to be conflict-sensitive and conducive to peace. The postholder also leads on contract management of Alert’s portfolio providing conflict sensitivity support and context analysis to a range of investment partners.  The role has a particular focus on the private sector and investors, developing relationships with actors in these areas, understanding the role of conflict prevention and peacebuilding at a programmatic and policy level, and influencing relevant policy and legislation.  The post holder will work closely with colleagues from across International Alert to develop a new 3-year strategy for Alert’s Peace Economies agenda, in light of our new organisational strategy. They will work closely with country teams, supporting and advising on peace economies programming, gathering lessons about ‘what works’ and developing related policy insights and recommendations. They will play a key role in representing the organisation in relevant policy and other settings, profiling Alert’s expertise, and influencing policy ensuring relevant country teams are also closely engaged in policy outreach.  The postholder will also deliver technical training, webinars, research, outreach and advice, and produce policy relevant think pieces and commentary and represent Alert in various fora. They will lead technical research and respond to programming realities and evidence from the ground to shape global policy discussions. In turn they will take knowledge and learning from the global policy stage, back into regional programmes and country offices. | | |
|  | **Duties and Responsibilities** |  |
| 1. **Provides strategic leadership on peace economies programming in Alert**    * Convenes country and regional teams to develop a 3-year strategy for Peace Economies, to further Alert’s thought leadership in this field; and advancing policy engagement with governments, civil society, business leaders, investors and others, to influence the positive impact of their activities and policies on peace and stability.    * Leads our global programmes on peace economies, providing project management, conducting research, training, and direct engagement with actors targeted in the scope of the programmes.    * Develops peace enhancing models of investment and economic activities    * Stays current on economic trends and developments relevant to fragile and conflict-   affected states – including political economy analysis methodologies – sharing and exchanging these with colleagues internally and externally to deepen understanding on relevant topics   * Maps a path to financially grow Alert’s work in this domain, and develops proposals and raises funds for new projects, working closely with colleagues across the organisation * Works closely with teams in the Global peacebuilding Unit to deliver multi thematic approaches to peace positive investment.  1. **Provides support to, and gathers evidence of peacebuilding impact in peace economies practice area from, Alert’s country and regional programmes**    * Provides technical support to country and regional programmes on economy and conflict/peace issues    * Promotes cross team collaboration linking to Alert’s other priority thematic areas and Alert country teams    * Coordinates with regional and country programmes to gather lessons on what works, developing relevant guidance or policy recommendations 2. **Leads, supports and engages in research, policy and advocacy activities**    * Leads our global advocacy efforts on integrating conflict sensitive business practices into international standards and policies on corporate social and environmental responsibility, human rights due diligence, and investors sustainability frameworks    * Leads our engagements with investors and other private sector actors focused on conflict-sensitive business practices, the Voluntary Principles on Security and Human Rights, and the UN Guiding Principles for Business and Human Rights    * Produces high quality policy and communication products for national and international policy makers and practitioners including: policy reports, briefing papers, discussion documents and articles 3. **Manages staff and financial resources for effective programme delivery**    * Manages and supervises staff and consultants in the peace economies team    * Manages budgets in compliance with Alert and donor requirements    * Ensures that all projects have clear work plans for effective implementation    * Maintains good relations with donors and relevant partner organisations in the UK and overseas    * Ensures the timely preparation of external and internal reports as required    * Ensures financial sustainability of the team by effective resource planning and budget management 4. **Develops and maintains networks and relationships with key policy audiences**    * Builds and maintains networks and collaborative relationships with relevant partners including national and international institutions (e.g. other INGOs, academia, business networks, UN agencies, IFIs, companies, bi-lateral donors, OECD)    * Keeps abreast of sectoral policy discussions and prioritises where and when Alert engages to maximise influence and profile    * Represents Alert in various policy for adapting programmatic and policy messages to relevant audiences. | | |

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| **Travel requirements** |
| This is a global position and can be based in any of International Alert’s country offices, subject to the postholder having the right to work in that location. |

**PERSON SPECIFICATION**

**ESSENTIAL REQUIREMENTS**

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| **Talents** |
| At Alert, we have Talent Management in 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 successful in this job you will have the ability to apply a high-level conceptual analysis to generate practical ideas, and tailor and communicate these to diverse audiences with authority and empathy.  You provide leadership through inspiration and example. You are innovative, entrepreneurial and creative, and you know how to influence people’s thinking and ways of working. You are a networker who fosters and models collegial working relationships based upon open communication, respect and sensitivity. |

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| Is a strategic thinker with a track record of developing and leading successful programmes |
| Extensive experience leading teams and building relationships amongst teams |
| Extensive experience working in on policies and programming around business and its impact on human rights and peace, including from a gender perspective |
| Specific experience in one or more of Alert’s focus regions. |
| Proven ability to identify how policy change occurs to inform policy products and research |
| Understands how the private sector and investors function, either through working for them or engaging with them |
| Is able to clearly and appropriately communicate and work with diverse companies, governments and institutions to influence their practice and policies |
| Can demonstrate an ability to motivate and collaborate effectively, including with those over whom you have no direct line management authority |
| Strong background and commitment to gender sensitivity, particularly evident in training and policy influence activities. |
| Proven track record of managing funding relationships and developing successful well-defined funding proposals and concepts for donors/clients. |
| Ability to network, establish and sustain key relations with policy targets, clients and colleagues. |
| French/Arabic/Russian and/or another language relevant to Alert’s field programmes. |
| Has experience working in an NGO or if not, can demonstrate an understanding of the role that NGOs have in economic development and/or peacebuilding |

**DESIRABLE REQUIREMENTS**

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| Experience of programming on climate crisis and conflict issues. |
| Experience in design and delivery of training |
| Has worked with or within donor or multi-lateral organisation |
| Has a network of contacts demonstrably useful for this position |

**SUMMARY TERMS AND CONDITIONS**

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| **Pension** | The post-holder will be auto enrolled into the Alert Pension scheme, which is currently with Scottish Widows, unless you choose to opt out. Pension contributions are currently equivalent to 10% of gross salary |
| **Leave entitlement** | 36.5 working days paid holiday each calendar year, from 1 January to 31 December, which is accrued on a pro rata basis – this is inclusive of all relevant public holidays in the UK, and any office closures. |
| **Notice period** | There will be an initial six-month probationary period during which notice will be one month on either side. On successful completion of the probationary period notice will be three months. |
| **Working hours** | Full-time staff are expected to work a standard 35-hour week, with some flexibility around start and finish times to be agreed with the line manager. All staff are required to work core hours 10am – 4pm. |
| **Sport’s club membership** | Following the probationary period, staff can take advantage of subsidised membership of a local sports club. |