# JOB DESCRIPTION

**Job Title**  
Head of Natural Resource Management and Climate Change

**Reports to**  
Peacebuilding Advisory Unit Manager

**Direct Management Responsibility**  
Advisers, Consultants and Interns as appropriate

**Job location**  
London

**Grade**  
2

**Contract Duration**  
Open ended

## Job Purpose

The Head of Natural Resource Management and Climate Change provides strategic, hands-on leadership and advice to colleagues, external collaborators and advocacy targets on natural resource management (NRM) and climate change (CC) adaptation and resilience as they link to peacebuilding and security. The purpose of this role is to lead and support the development, implementation and growth of Alert’s programming on these issues including influencing the policy and practice of others.

## Duties and Responsibilities

**Provide strategic leadership on NRM and CC programming in Alert**

- Lead on developing and implementing Alert’s strategy for NRM/CC work, ensuring collaborations with colleagues across the organisation;
- Lead on and support the development and implementation of NRM/CC projects and engagements;
- Stay up to date on current trends and developments important to conflict-sensitive climate adaptation and resilience, NRM and the environment, and human security issues related to NRM and climate change in order to inform Alert’s programming and advocacy;
- Maintain and share internally a sense of Alert’s evolving niche and progress on NRM and CC, including lessons learned.

**Support regional/country and other thematic programmes in developing and implementing work linked to the Alert’s NRM/CC pathway**

- Work with country and regional programmes and technical experts to develop fundable ideas and project proposals to build our portfolio in the sector aligned with the strategy;
- Provide targeted, deeper assistance to programmes through training, research, analysis and monitoring, so that there is an organisational understanding of the issues and how we can address them – and maintain a network of experts who can do the same;
- Support and develop linkages with other strategic pathways, and work collaboratively within teams to build knowledge and understanding of specific approaches and methods to address issues related to NRM and CC.

**Lead and support research, advocacy, training or other activities and actively implement as appropriate**
• Oversee, conduct and support research on NRM/CC as peacebuilding and security issues;
• Lead the development of methodologies, tools and best practice guidelines for governments, multilateral institutions, businesses, civil society and Alert programmes and promote their adoption in policies and practice through a combination of advice, accompaniment, advocacy and training;
• Produce and actively disseminate and otherwise represent advocacy materials for national and international policy makers and practitioners including: policy reports, briefing papers, articles, op-eds and blogs, and in private and public meetings.

Manage staff, financial, administrative and M&E resources for effective programme delivery
• Supervise staff including one Senior Programme Officer focused on NRM/CC;
• Work with the PAU manager to develop and manage an annual working budget and to monitor financial performance;
• Ensure financial sustainability of NRM/CC capacity through effective resource planning;
• Manage and co-manage funds in compliance with Alert and donor / client requirements;
• Ensure the delivery of timely and high quality reports to donors/clients;
• Build and sustain effective relationships with current and potential donors/clients;
• Use appropriate Monitoring and Evaluation (M&E) methods to assess the results of activities and projects.

Develop and maintain networks and relationships with key target audiences
• Expand and maintain contacts in national and international institutions and participate in international forums;
• Represent Alert as a spokesperson at external events;
• Conduct outreach and network with other organisations working in related areas and establish and maintain collaborative activities and strategic alliances.

Contribute to Alert generally
• Contribute to team-wide communications and knowledge management, and participate in organisation-wide events and discussions on related topics/projects;
• Any other tasks as may be reasonably required.

Travel requirements

The position is London-based, with travel to conflict-affected countries to collaborate with country teams, conduct research, lead trainings and occasional travel to donor capitals for networking and advocacy.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

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 successful in this job you are a collaborative team player who has the ability to apply high-level conceptual analysis to generate practical ideas, and tailor and communicate these to diverse audiences with authority and empathy.

Educated to degree level (in a relevant subject such as peacebuilding, environment, NRM, climate change, human security)
Has developed and implemented successful programmatic strategies
Has experience implementing projects in fragile and conflict-affected situations in areas of resilience, climate change adaptation, environmental security, NRM, and/or peacebuilding
Understands conflict-sensitivity and can articulate how environmental, climate change policies and practices can make a difference for peace, and has programmatic experience working in this domain.

Is experienced and comfortable working in fluid, team-based projects across internal departments and with external partners.

Has written successful project proposals and raised funds from a broad base of institutional donors.

A strong emphasis on ability to take initiative and work proactively – the person will need to reach out to country programmes and build a portfolio of work and so it’s important that they are self-starters.

Understands how governments, institutions and civil society function, either through working for them or engaging with them.

Has experience working in partnership with other partners to ensure knowledge and learning is moved forward in the links between climate, environment, security and peace.

Is able to clearly communicate our work to diverse audiences including governments and institutions to influence their thinking and policies.

Successful leadership and management experience.

Experienced at networking and working collaboratively.

Is broadly sympathetic to Alert’s peacebuilding approach as detailed in the programming framework.

Has a network of contacts demonstrably useful for this position.

Is a clear and articulate communicator in written and spoken English.

Understands the interconnectedness of peace and conflict issues relevant in fragile and conflict situations.

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.

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**DESIRABLE REQUIREMENTS**

- Has experience training diverse audiences in concepts relevant to the position.
- Is experienced at conducting research.
- Has spent time living and working in a developing country.
- Experience in monitoring and evaluation projects for impact.
- Has worked with or within donor or multi-lateral organisation.
- Fluency in a second language such as French, Arabic, Russian or Spanish.

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**SUMMARY TERMS AND CONDITIONS**

<table>
<thead>
<tr>
<th>Pension</th>
<th>All staff receive a pension contribution which is equivalent to 10% of their gross salary. The post-holder will be automatically enrolled into the Alert Pension scheme which is with Scottish Widow, but can choose to opt out.</th>
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</thead>
<tbody>
<tr>
<td>Leave entitlement</td>
<td>25 days per year plus English statutory holidays.</td>
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<tr>
<td>Notice period</td>
<td>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.</td>
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<tr>
<td>Working hours</td>
<td>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.</td>
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<tr>
<td>Sport’s club membership</td>
<td>Staff can take advantage of subsidised membership of a local sports club, on successful completion of the probationary period.</td>
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