



**international
alert**

JOB DESCRIPTION

Job Title	Head of Conflict Hub
Reports to	PAU Director(s)
Management Responsibility	Supervises Conflict Hub staff plus community of practice and network of Alert Associates
Job location	London, other Alert office based locations considered.
Grade	2
Contract Duration	Open ended

Job Purpose

The purpose of this position is to lead the strategic development and financial sustainability of the Conflict Hub within the newly aligned Alert Peacebuilding Advisory Unit (PAU). The successful candidate will ensure Alert delivers high-quality and innovative gender and conflict analysis and gender and conflict-sensitivity guidance and practice across multiple internal and external stakeholder settings – while also establishing the Conflict Hub as a focal point across key strategic partnerships both institutional and commercial. To do this the post holder will be highly entrepreneurial in outlook and at the same time closely connected to relevant peer practice and policy networks and communities. They will ensure Alert remains at the cutting edge of these practice areas and represent our work externally as part of the organisation's policy influencing agenda.

The appointment comes at a time of strategic renewal of Alert's policy and practice work in the context of the organisation's COVID-19 Resilience Plan. The post holder will grow and manage a team that collaborates extensively with external organisations, colleagues in PAU, country and regional programmes and other parts of Alert, while actively contributing to a vibrant community of practice that is committed to excellence, impact and learning. They will play a key role influencing selected external actors in the international system in the Hub's practice areas.

The post holder will have a track record for innovation and thought leadership, and will oversee the Conflict Hub, shaping and leading knowledge and practice on conflict and gender sensitivity across the organisation, feeding lessons from assignments back into programme design and policy influencing strategies and evolving approaches to ensure important intersections such as climate and conflict are understood and addressed. The post holder will leverage external opportunities to amplify the impact of Alert's expertise in relation to gender and conflict analysis and sensitivity, through a range of strategic collaborations and partnerships and based on an explicit influencing strategy that also delivers financial sustainability for the team and income for Alert.

They will build up and manage a small set of external trusted and qualified deployable specialists working across Alert's signature peacebuilding practice areas and delivering strategically relevant assignments.

Duties and Responsibilities

1. Lead strategic and business development, growth and outreach for Alert's new Conflict Hub

- **Lead the development and establishment** of the new Conflict Hub aimed at influencing the policies and practices of target stakeholders, and to inform Alert's own peacebuilding practice, drawing in expertise across the organisation and beyond.
- **Develop a three-year strategy**, linked to the strategic goals of PAU and Resilience Plan of the organisation, and support colleagues to implement it.
- **Represent International Alert** and be a spokesperson for the organisation at relevant conferences, seminars and other meetings. Keeping abreast of sectoral policy discussions and prioritises where and when Alert engages to maximise influence and profile.
- **Ensure financial sustainability** of the Conflict Hub by effective resource planning and budget management, as well as its income generating capacity for Alert.
- **Design attendant annual work plans** for the Conflict Hub, working collaboratively with colleagues across PAU and regional programmes and elsewhere in Alert to assess needs and opportunities.
- **Develop and implement a marketing strategy** for Alert's gender and conflict analysis and sensitivity offer which positions us to seize strategic opportunities with donor governments, EU, World Bank, UN, governments, humanitarian and development agencies, commercial sector development actors, companies and others.
- **Outreach to and network** with other organisations to share strategies, identify synergies and promote collaboration and quality in these approaches.

2. Design and deliver Conflict Hub technical services and accompaniment across a range of internal and external stakeholders.

- **Identify, develop and provide specialist advice and services** internally and externally. Internally to Alert's country and project teams, and others within the organisation. Externally to government, UN agencies, donors, international and local peacebuilding, humanitarian and development organisations and companies.
- **Lead on Alert's conflict sensitivity, gender sensitivity, and conflict analysis work** as linked to Alert's strategic goals, and support colleagues in these areas.
- **Lead on Alert's organisational offer on mainstreaming conflict-sensitivity and gender-sensitivity in response to COVID-19.** Develop this approach for other emergency settings.
- **Lead the design of innovative and practical approaches** to delivering Conflict Hub assignments particularly in the era of increased digital engagement.
- **Develop learning mechanisms across Alert to build understanding** and knowledge across programmes on concepts, methods and topics such as peacebuilding, conflict and peace analysis, gender and conflict-sensitivity.
- **Collaborate with Advocacy and Communications team, Head of Research, Impact and Learning** in gathering and communicating for influence lessons arising from this work
- **Generate ideas and understanding in new areas** e.g. conflict-climate sensitive approaches.

3. Manage and coordinate staff, consultants and other resources for effective operationalisation of Conflict Hub

- **Build a vibrant community of practice** working globally to advance Alert's gender and conflict analysis and sensitivity expertise, and providing accountability for quality in these areas at scale.
- **Manage, recruit and supervise staff** as required.

- **Activate, as an immediate priority, grow and manage database of qualified Alert Associates** able to amplify scale of impact through available draw-down capacity in key signature practice areas, ensuring close collaboration and sharing of lessons from Associates' assignments are drawn back into Alert.
- **Manage an annual working budget** and to monitor financial performance, actively contributing to overall P&P financial planning and delivery.
- **Manage donor funds** in compliance with Alert and donor / client requirements.
- **Actively drive and develop relationships with current/potential donors**, clients and partners to ensure good relationships and mutual support. Actively develop and drive relationships with donors and clients.
- **Deliver timely external and internal financial and narrative reports** as required.

4. Contribute to Alert's Strategic Development and Impact

- **Contribute to the development of Alert** through engagement in organisational strategy, policy development and staff development etc.
- **Provide leadership on staff professional development** around core areas of Conflict Hub.
- **Lead the development of learning opportunities** around Conflict Hub specialist areas to Alert teams and partners promoting coherence and the deepening of capacities.

Travel Requirements

This position will involve up to 3 months per year travel.

N.B. Due to C-19 travel restrictions are currently in place across all of Alert's work.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Talent statement

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.

Is a strategic thinker with a track record of developing and leading successful programmes.

A minimum of 5 years' experience leading teams and building relationships amongst teams.

Demonstrable practical and theoretical understanding of conflict and peacebuilding issues.

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.

Proven expertise in developing and promoting a range of innovative peacebuilding methodologies and approaches in conflict sensitivity and/or gender sensitivity

Proven track record in designing and delivering a range of peacebuilding courses and gender and/or conflict sensitivity assignments to diverse audiences and clients.

Extensive experience or more in developing and managing team budgets.
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.

DESIRABLE REQUIREMENTS

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

SUMMARY TERMS AND CONDITIONS

Pension	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.
Leave entitlement	25 days per year plus English statutory holidays.
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	Staff can take advantage of subsidised membership of a local sports club, on successful completion of the probationary period.