## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Director, International Alert Europe</th>
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<tbody>
<tr>
<td>Reports to</td>
<td>Chief Executive Officer – Alert Global</td>
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<tr>
<td>Management Responsibility</td>
<td>TBD</td>
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<tr>
<td>Job location</td>
<td>The Hague, the Netherlands</td>
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<tr>
<td>Grade</td>
<td>1</td>
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<tr>
<td>Contract Duration</td>
<td>1 year, with possibility of extension</td>
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### Job Purpose

International Alert Europe, formally established as a Dutch non-profit organization, Stichting International Alert (Alert Europe), is the newest member of a global family of peacebuilding organizations, working alongside and in partnership with International Alert UK.

At a time of increasing global conflict, displacement and turmoil, peacebuilding is needed more than ever. Alert Europe will play a key role in responding to this challenge, and the Director will assist it and the global family of Alert peacebuilding organizations in growing impact, strengthening influence, and diversifying income. Although small at present, there is enormous potential for Alert Europe to expand, and this role calls for a senior, experienced leader.

The Director will:

- lead Alert Europe, develop and implement a strategy for its growth in consultation with partners in the global Alert network, and serve as its principal representative to European funding partners and policymakers – including the Swedish International Development Agency (SIDA) and Ministry of Foreign Affairs, the European Commission (EC), the Dutch Ministry of Foreign Affairs, the German Agency for International Cooperation (GIZ), Irish Aid, the European Peacebuilding Liaison Office (EPLO), and the French Development Agency (AFD).

- focus on policy engagement and helping maintain and move forward key relationships with selected important European actors and fora. In doing so, s/he will work in concert with fundraising, policy and advocacy support teams and with relevant programme leadership based out of International Alert U.K., as defined in our partnership agreement.

- act as Alert Europe’s head of office in The Hague (which may include supervision of team members also based in The Hague). In this capacity, s/he will ensure Alert Europe is compliant with Dutch law, manage relations with Dutch authorities, and ensure Alert Europe’s office infrastructure is fit for purpose.

This is an opportunity to shape Alert’s profile in Europe with the intent of building our reputation as both an organization with technical depth and policy insight, and as a quality implementing partner in zones of peace and conflict worldwide.
s/he will also serve as a member of Alert’s global Executive Team, and, in this role, contribute strongly to issues of global strategy, leadership, and operations.

Duties and Responsibilities

Provide strategic leadership for Alert Europe
- As Director, and in partnership with the CEO of International Alert U.K., develop and implement a strategy to grow Alert Europe and establish a distinct profile for the organization;
- As agreed with the CEO, and in coordination with the Head of Programme Design, Fundraising and Assessment (PDFA) and Director of Programmes of International Alert U.K., represent Alert Europe to selected key European funding partners, both governmental and private, bi- and multi-lateral;
- As agreed with the CEO, in coordination with the Head of Advocacy and Communications of International Alert U.K., represent Alert Europe on selected policy issues with key European policymakers and influencers, including the institutions of the European Union and national governments, as well as academic institutions, networks, foundations and think tanks;
- As agreed with the CEO, in coordination with the Head of Advocacy and Communications, and with the support of the Media Relations Manager of International Alert U.K., act as Alert Europe spokesperson in media work and public engagements as appropriate.

Act as head of office for International Alert Europe in the Netherlands
- Work with, and be accountable to, the Management Board for Alert Europe;
- Supervise and/or coordinate the work of Alert team members based in The Hague, Netherlands as appropriate;
- Act as principal representative with Dutch authorities at city, provincial and national levels on operational issues in the Netherlands;
- Ensure robust financial management and compliance for Alert Europe, including on issues of stichting status in the Netherlands, coordinating with the Finance & Operations teams in the UK to ensure Alert Europe works in line with global organizational policies and practice as defined in the partnership agreement, except where Dutch law or regulations may dictate other solutions;
- With the support of the International Alert U.K. Property Manager, based in London, ensure that Alert Europe’s working space and culture is of a high standard and fit for purpose.

Contribute to Alert’s global leadership and management
- Serve as a member of Alert’s global Executive Team;
- Contribute to the global organization’s decision making at strategic and operational levels;
- Play an active role in gatherings of the global team;
- Under the coordination of the CEO of International Alert U.K., represent Alert Europe to the U.K. Board of Trustees as appropriate under the partnership agreement;
- As appropriate, represent regional and country interests, and undertake travel to country programs, in coordination with the Director of Programmes and Regional Directors from International Alert U.K.

Contribute to Alert’s organisational processes and strategies
- 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 in a senior role.

Travel requirements

The Director of International Alert Europe will be expected to undertake routine travel to key policy and influence centres across Europe, including Brussels, Paris, Dublin, Stockholm and Berlin. They will also be expected to travel periodically to London, to take part in organisational gatherings around the world, and to visit International Alert country programmes where appropriate.
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 great in this job you are likely, first and foremost, to have a talent for building organizational strength, representation to funding partners and policymakers, and balancing self-motivation and action with being a team player in global organizational leadership.

This is what we will be looking for above all else.

Significant experience in a senior leadership role in a non-governmental organization engaged with issues of aid, peace and conflict.

A proven track record of engaging key European funding institutions for peacebuilding, including the European Union (EU), the Netherlands, Sweden, Ireland, Germany and France.

Demonstrable skills in organizational representation at high levels, including external policy representation, media work, and public speaking.

Proven management experience, inclusive of people, money and logistics, at strategic and operational levels.

At least three years' experience in an equivalent head of office role, managing the administrative, logistical and compliance functions of an organization.

Demonstrable knowledge of the key policy dynamics and issues related to peace, conflict, fragility, and aid.

Excellent analytical skills, able to digest complex issues and translate them into clear narrative and recommendations.

Proven ability not only to lead in his/her own role but also to work with peers across the global organization at all levels; able to manage their own work and act entrepreneurially but also contribute as a senior team member.

Proven fundraising and influence building skills.

Able to live and work in an EU member state.

Fluent in spoken and written English and French.

DESIRABLE REQUIREMENTS

Ability to speak and write at a high level in at least one additional European language (ideally Dutch or German).

Experience of having lived and worked in a fragile, conflict-affected context.

Knowledge of key peacebuilding approaches and policies.