



international
alert

JOB DESCRIPTION

Job Title	DirectorPeacebuilding Advisory Unit
Reports to	Director of Programmes
Management Responsibility	Directly manages approximately 6 staff, indirectly manages a team of 12 or more
Job location	London
Grade	2A
Contract Duration	Open-ended

Job Purpose

The purpose of this position is to lead and manage International Alert's **Peacebuilding Advisory Unit (PAU)**, ensure it delivers optimum impact in line with [our new organisational strategy](#).

PAU provides thematic and programmatic advice to Alert's country teams while serving as a hub coordinating distributed networks of expertise in the organization. PAU also leads on global policy and advocacy engagement with a range of stakeholders, ensuring Alert's continued leadership in international peacebuilding discourse and practice. And, the team coordinates technical advisory service work provided by International Alert to different clients. An expert in peacebuilding policy issues and practices with a proven track record of influencing key stakeholders on these, and a flair for entrepreneurial and organizational thinking, the Director provides strategic leadership and vision, ensuring PAU's strategic direction and financial sustainability, managing the team and funds. S/he ensures that the PAU team are well coordinated internally and with colleagues in other parts of Alert, as well as with external networks, and is a key contributor to overall organizational coherence. S/he plays a leadership role in Alert and represents Alert and its messages and ideas externally.

Duties and Responsibilities

1. Provide vision and strategic leadership to PAU, to guide, motivate and monitor staff and ensure PAU is integrated well with other parts of Alert

- Lead the repositioning of the team in order that it is strategically and operationally well-placed to support delivery of the new organisational strategy;
- Monitor the wider sector to identify risks and opportunities, and adapt accordingly;
- Develop and maintain a rolling multi-year operating strategy for PAU;
- Develop annual PAU workplans, monitor and adjust these during the year, and use them as the basis for writing annual PAU reports, with a focus on results, learning and impact;
- Assist different teams within PAU to develop their strategies, plans, agreeing outcomes and ensuring they are aligned with Alert's opportunities and needs, etc;
- Develop and maintain a culture of good communication within the PAU team and play a pivotal role in building wider organisational coherence and knowledge management around thematic issues and projects;
- Working with Director of Programmes and Regional Directors, find ways to mutually incentivise collaboration around agreed objectives for PAU and regional/country teams.

2. Ensure PAU staffing needs are met, within a flexible structure adapting to opportunities and needs, which enables high quality outputs

- Ensure PAU contains the right number of staff with the right mix of talents, knowledge and skills, and equipped with clear goals and workplans, recruiting as necessary;
- Supervise certain staff directly, and ensure the supervision of other staff within PAU, following Alert's performance management policies;
- Monitor, support, coach and mentor staff, and work with them to anticipate and resolve problems that may arise.

3. Lead, coordinate, support and play an active role in project activities, providing overall quality control and ensuring PAU's work is implemented successfully and impact assessed

- Provide overall leadership in quality control in key PAU areas of responsibility especially research outputs and advocacy;
- Develop and ensure uptake of standards in e.g. research, conflict-sensitivity and gender-sensitivity within Alert;
- Ensure that each PAU research output has an appropriate influencing (advocacy-comms) plan;
- Promote a culture of learning, strategic thinking and a focus on impact within PAU;
- Ensure that programme activities are implemented with due regard for plans, deadlines and quality, and are being monitored and evaluated to learn lessons about their effectiveness and impact.

4. Raise funds for sustainability and innovation

- Lead development of a business model for PAU that is realistic and achieves financial sustainability for the team;
- Support current organisational drive to upscale Alert's provision of technical advisory services, providing conceptual leadership in relation to tools, services and approaches on offer and contributing to conceptualisation of ways in which to expand this work in line with organisational strategy;
- Lead and play a hands-on role in the development of project proposals, ensuring that PAU staff, programme design and fundraising staff, and regional programme colleagues as appropriate are fully involved; approve proposals being submitted to donors;
- Ensure that timely and high-quality reports are provided to donors, with due consideration of project impact;
- Build strong relationships with key funding partners.

5. Maintain a high level of financial management and accountability in line with Alert and other relevant requirements, and principles of good stewardship

- Work with the finance department and PAU colleagues to develop and update as necessary an annual working budget (around £1m), and to monitor financial performance;
- Manage the PAU budget;
- Ensure the implementation of effective systems for financial reporting on grants;
- Ensure that programme funds are spent in compliance with Alert policies, donor budgets and any other stipulations – including funds passed to partners;
- Ensure that resources purchased with donor funds are used appropriately and maintained securely.

6. Represent Alert, and play a leadership role within the organisation

- Develop and maintain collaborative relationships with other organisations and agencies in the peacebuilding sector and beyond;
- Represent the organisation and its messages, and encourage and support other PAU staff to do so;
- Ensure that Alert is represented effectively on external networks and committees within PAU's remit;
- Play a supportive and hands-on role in advocacy on strategic peacebuilding issues, and where appropriate involve other Alert colleagues;
- Provide regular internal implementation reports according to the organisational calendar, and other reports as requested, with an emphasis on the impact of PAU's work;

- Contribute to the wider development of Alert, through active membership of the Programme Leadership Team and Strategic Leadership Team, and engagement in strategy and policy development, cross-programme communication, management training, staff development, external communications, etc.

Travel requirements

The position is London-based, with irregular and infrequent travel to conflict-affected countries and to western capitals. Travel patterns likely to be of relatively short visits, with occasional trips of not more than 10 days at a time.

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 the kind of leadership which allows you to identify, create and coordinate opportunities for joined-up work between different parts of the organisation and with partners, and inspire others whose involvement or support is needed.

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

Educated to Masters degree level (in a relevant subject)

Has cutting-edge experience working on peacebuilding issues relevant to Alert's work

Has a strong and proven capacity to lead and manage teams, and provide advice, supervision and support to individual staff; is able to identify how to add value to the work and talents of others, and tailor his/her support accordingly

Is adept at managing relationships, able to identify win-win opportunities and anticipate situations where relationships will be stressed

Has a broad frame of reference and thinks strategically, i.e. can analyse context and identify strategy and practical ways forward

Has a good understanding of both of gender in peacebuilding and how gender identities influence institutional workspace cultures and team dynamics and how this impacts personnel management

Brings an entrepreneurial approach and business acumen to NGO work

Understands and has practical experience of commercial tendering and contracting

Is good at outreach – willing and able to represent and sell ideas

Has raised significant funds on many occasions through a combination of proposal design, networking and negotiation

At least 7 years' experience of peacebuilding work – or work of a similar nature – and has been based in conflict-affected contexts

Knows the peacebuilding sector; understands and is substantially sympathetic to Alert's peacebuilding approach

Has demonstrable track record in successfully delivering at least two of: research, training, advocacy

At least 5 years successful experience in project/programme management, including people management, and the management of donor funds

Can demonstrate an ability to manage complex teams, adapting to a changing environment

Has designed project proposals which attracted funding, and knows what makes a high-quality proposal

Communicates clearly and cogently in English, in writing and speech

Has worked for an international NGO or if not can demonstrate a good understanding of what that entails

DESIRABLE REQUIREMENTS

Has a second international language in addition to English, such as French, Arabic, Russian, Spanish
Experience of leading change management processes within organisations.

SUMMARY TERMS AND CONDITIONS

Pension	After the successful completion of the six months of employment the post-holder becomes eligible for Alert pension rights, backdated to the start of employment at Alert. Pension contributions are paid into a personal pension of the employee's choice and are currently equivalent to 10% of gross salary.
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 after completion of probation period.
Relocation Allowance	There will be a relocation allowance. However, as this is an unaccompanied post, the relocation allowance does not, unfortunately cover dependents.