



## JOB DESCRIPTION

- TITLE:** Director of Programmes
- LOCATION:** London, with frequent travel
- PURPOSE:** The Director of Programmes is responsible for the following:
- Ensuring the strategic development of Saferworld's work internationally, by providing critical analysis, support and direction to the Regional Programme Heads, who are members of Saferworld's Organisational Management Team;
  - Ensuring the successful delivery of existing projects and programmes in fulfilment of Saferworld's organisational strategic goals
  - Overseeing the development of new areas of work and engagement;
  - Contributing to the overall development of the organisation as a senior member of the Executive Management Team
- REPORTING TO:** Executive Director
- LINE MANAGE:** Five Heads of Programme (Europe and Central Asia; Asia; North Africa and Middle East; Horn of Africa; Great Lakes and Sudan)
- KEY RELATIONSHIPS:** Executive and Organisational Management Teams  
Policy and Communications Division  
Organisational Development Unit  
Fundraising team  
Operations and HR Division  
Programme partners and relevant donor institutions
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## BACKGROUND:

Saferworld is an independent non-governmental organisation that works internationally with governments, international/regional organisations and local civil society - especially in fragile contexts - to prevent violent conflict and contribute to long term recovery and stability. Since our establishment in 1989, we have been active internationally to encourage and support effective policies and practices through advocacy, research and policy development, and through supporting the actions of others. We have made significant progress on a range of conflict prevention, peace- and security- building issues such as promoting effective and more accountable security and justice sector development; supporting initiatives to tackle the spread and misuse of small arms and light weapons; shaping the impact of international assistance in conflict and fragile country settings; and fostering linkages between statebuilding and peacebuilding processes.

Over recent years, Saferworld's programme in these areas has increased significantly, both in scope and scale. We have developed our work at the international level across these themes and in over 18 countries affected by conflict or insecurity in Europe, Africa, the Middle East and Asia, and maintain complex community level engagements in several contexts which are likely to grow in the future. In addition to our headquarters in London, we have staff based in Bangladesh, Kyrgyzstan, Kenya, Uganda, Sudan, Sri Lanka, Somalia, Nepal, Kosovo, Brussels and Vienna.

The Director of Programmes will oversee our international programmes' brief while at the same time perform as a senior manager on Saferworld's Executive Management Team, contributing to the development and success of the organisation in achieving its strategic goals.

## **ROLES AND RESPONSIBILITIES**

### **Strategic planning and cross-organisational learning**

- Provide overall leadership to Saferworld's international programmes, including in Africa, Middle East, Asia and Europe and Central Asia;
- Oversee the development of regional, country, sub-national and thematic strategies where appropriate to prevent and reduce violent conflict; strengthen the security and justice sectors; influence the manner in which international assistance contributes to conflict prevention; and promote conflict transformation through governance and state-building processes;
- Contribute to Saferworld's wider organisational strategy development;
- Provide technical direction and support to Regional Programme Heads in producing country and regional strategies and contributions to Saferworld's organisational Strategic and Annual Business Plans.
- Work closely with Regional Programme Heads to identify new areas of geographic engagement in existing and new programme regions and countries;
- Work closely with the Policy and Communications Division to identify new and emerging issues of relevance to Saferworld's work at the regional and country levels, and develop innovative strategies to address them;
- Work with other members of Saferworld's Organisational Management Team to identify new approaches and methods of working which enable Saferworld to address violent conflict and insecurity in innovative and effective ways;
- Promote internal lesson learning;
- Work to ensure the effective integration of cross-cutting themes (such as gender and conflict sensitivity) and functions (such as advocacy, communications and capacity-building) with members of the Executive and Organisational Management Teams.

### **Organisational leadership**

- Actively participate in Saferworld's Executive and Organisational Management Teams, and the organisation as a whole, in wider organisational discussions and decision-making - including representing the interests and developments of the regional programmes;
- Lead in the development of Saferworld's engagement in new countries;
- Contribute to the development of organisational systems and policies;
- Lead and inspire staff to design and implement the Strategic and Business Plans, including country and regional strategies and how they contribute to Saferworld's overall mission and goals;
- Undertake high-level representation on behalf of Saferworld and its partners with policy-makers and other senior officials of governments and international agencies.

### **Policy development, advocacy and communications**

- Work with Regional Programme Heads and the Policy and Communications Division to implement Saferworld's advocacy strategies, targeting decision-makers and opinion-shapers in the international community;

- In co-operation with our partner organisations and the policy team, oversee research initiatives in the regions in support of our programmes relating to security and justice, aid and conflict, small arms control, and governance and peacebuilding issues;
- Build organisational contacts in support of Saferworld's international programmes;
- Identify and facilitate opportunities for policy dialogue and problem-solving amongst a range of decision-makers within and between different sub-regions, and through international fora;
- Oversee internal and external communications related to the regional programmes in co-ordination with the Communications team;
- Act as a Saferworld spokesperson on Saferworld's core thematic areas, promoting lessons learnt from the regions; ensure regular engagement with officials from relevant governments, civil society and international agencies.

### **Programme management**

- Oversee, and provide support to, Regional Programme Heads in the implementation and monitoring of country and regional programmes designed to prevent and reduce violent conflict and promote co-operative approaches to security;
- Work closely with Saferworld's Planning and Evaluation Unit to develop and implement appropriate monitoring and evaluation processes for Saferworld's regional and country programmes;
- Work with team members to identify new approaches and methods of working which enable Saferworld to address violent conflict and insecurity in innovative and effective ways;
- Oversee and support the development of relations with Saferworld's partners in Africa, Asia, Europe and Central Asia, including governments, civil society organisations and international agencies;
- Manage the development and implementation of particular tasks of Saferworld's country and regional programmes, as determined by capacity needs and strategic significance.

### **People management**

- Ensure organisational security protocols and duty of care standards are maintained in the regional teams;
- Manage the performance of direct line reports, including the 5 Heads of Saferworld's geographic programmes;
- Work closely with the Executive Management Team to identify and address specific management challenges as they relate to Saferworld's regional programmes.

### **Fundraising and financial management**

- Work closely with the Executive Management Team to identify and address specific management challenges as they relate to Saferworld's regional programmes;
- Develop and implement with the senior management, fundraising and communications teams, Saferworld's fundraising strategy, especially for our work at the regional and country levels;
- Ensure regular engagement with representatives from the international donor community;
- Oversee the development of the organisation's regional budgets and contribute to the development of the organisational budget; work closely with Regional Programme Heads to ensure that programmes understand and apply financial management and control policies, including working within approved budgets to deliver on agreed priorities;

- Ensure regional teams undertake timely and accurate annual budgeting and forecasting, and oversee the timely completion of the programme's reporting requirements;

## PERSON SPECIFICATION

The successful candidate will need:

- A Masters Degree (or equivalent) in international relations, development studies, political science or a related field
- An excellent understanding of the discourse on conflict prevention and reduction, security and justice sector development, small arms control, and of the international policy environment in which these issues are addressed
- A good understanding of and experience of working in, at least one of Saferworld's priority regions
- A minimum of **seven** years senior management experience, preferably in an international non-government organisation and on the issues of conflict prevention, peace- and security-building
- A track record in analysing, planning and making decisions at a strategic level
- Proven ability to manage and motivate staff at all levels, including managing staff remotely
- Proven ability to undertake and lead strategic planning, programme development and evaluation
- Experience of budget development and financial management
- Experience of donor liaison and fundraising (including reporting to donors)
- Proven experience of working in partnership with NGOs and other civil society organisations and networks
- Experience of relating to government officials at a senior level
- Ability to undertake extensive travel (up to 3 months each year)
- High level communication skills, including experience of communicating effectively across cultures and with diverse audiences, both verbally and in writing
- Excellent written and spoken English, and preferably of another major international language

## Terms and Conditions

- **Probation:** There will be a probationary period of four months
- **Holidays:** There are 28 days holiday a year (Jan-Dec) in addition to relevant public holidays
- **Salary range:** The salary range for this post is £50,400 - £65,760 gross per annum
- **Pension:** 7% contribution to a personal pension fund after six months service (with 2% contribution from employee).
- **Hours:** Standard working week is 37.5 hours a week. However, the demands of the job are likely to be such that a willingness to work longer hours, as required, will be necessary.
- **Location:** The position is based in London with approximately 4 months overseas travel year.

**Application process:** **To apply:** Please email letter detailing how you meet the selection criteria to Marie Aziz at [recruitment@saferworld.org.uk](mailto:recruitment@saferworld.org.uk) (please use subject heading: Ref: DOP)

**Deadline for applications:** 29<sup>th</sup> February 2012

**Interviews:** It is anticipated that interviews will be held during the week of 12<sup>th</sup> March 2012