

Director of Policy and Programmes

September 2023

Background

Saferworld is an independent (not for-profit) international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and security, and conduct wider research and analysis. We use this evidence and learning to improve local and national policies and practices that help build lasting change, while at the same time engaging international processes and organisations to reduce conflict and advance peace. The contribution we make relies on key partnership with civil society entities, with social networks and movements, and with local as well as national governing institutions. Our programming stretches across Africa, Asia and the Middle East, and in global advocacy centres in London, Beijing, Brussels and Washington DC. Our priority is people – we believe in a world where everyone enjoys the rights and freedom to live with dignity, free from fear and insecurity – and on the key actors and processes that create conditions for lasting peace.

Building on a proven track record for quality, relevance and impact, **Saferworld is seeking an experienced, forward-thinking and inclusive leader to oversee and advance our global/local policy and country/regional programming portfolio.** Our offer is made up of a strategic blend of partner- and community-led initiatives backed by technical advice and accompaniment, communications for peacebuilding, and research and advocacy to improve people-centred

and gender-transformative policy change and practice on peace, security and development. In addressing conflict systems, we equally aim to influence international engagement in conflict-affected contexts through partnerships with local advocates. The Director of Policy and Programmes will play a leading role overseeing the integration of these complementary approaches and levels of operation and be a positive role model for the core values of the organisation. The position will suit a highly motivated individual who is attuned to the experiences of people living with discrimination, marginalisation, insecurity and violent conflict. It will attract those who recognise and cultivate innovation, thrive when dealing with complexity and challenge, are politically aware, and passionate about advancing transformative strategies and creative partnerships to build peace.

The successful candidate will be joining an organisation guided by a bold strategic vision, with a clear sense of purpose, and committed to the realisation of new and effective ways of working with peace actors everywhere. Saferworld is committed to the principles of equality of opportunity for all and seeks to promote a positive approach to equality and diversity and within the scope of the relevant legislation. We oppose all forms of unlawful or unfair discrimination and require behaviour and a working environment free of discrimination, prejudice, stereotyping, harassment, victimisation.



The role

Job title

Director of Policy and Programmes

Location

Locations where Saferworld has presence may be considered such as London, Nairobi, Kampala or Bishkek. National T&Cs will be offered and the right to work in that specific country will be required.

Reporting to

Executive Director

Managment responsibility

Up to five direct reports (exact structure of the portfolio will be shaped by the successful candidate).

Type of position

National

Grade and salary

Salary commensurate with seniority of the post based on the location of the successful applicant.

Contract terms and hours

Open Ended and 37.5 hours per week

Job purpose

The Director of Policy and Programmes is responsible for providing direction, oversight and accountability for the effective implementation and performance of Saferworld's geographic and international programming commitments, including community-based programming, peace and conflict advisory and accompaniment services, research and analysis, advocacy and policy development, communications and learning functions. In line with our overarching organisational priorities, the post holder provides strategic guidance across all policy and programme teams to achieve the highest possible value where Saferworld contributes to transformative social and political change for those experiencing injustice and conflict.

As a member of the Senior Management Team, the post holder will exercise collaborative leadership in setting organisational policy and direction under the global strategy, advancing key organisation-wide processes and development, and helping shape the strategic alignment and management of the organisation.

Roles and responsibilities

1. Strategic leadership responsibilities

- leading on strategy regarding the relevance, positioning and future development of Saferworld's global policy and programming portfolio, including proposing new areas of work and ensuring all policy and programmatic initiatives maintain up-to-date strategies and plans
- Ensure Saferworld is aligned globally to the vision and pledges of the Global Strategy and that the resources and capacity are in place to deliver this
- Play an active leadership role as a member of the Senior Management Team, setting direction and priorities for the future and modelling leadership processes in line with Saferworld values, principles and agreed behaviours
- Work closely with relevant Saferworld trustees to support effective governance and oversight of Saferworld activities
- Monitor the organisation's financial health and funding pipeline throughout the year, including supporting income-generating activities and ensuring full accountability of programmatic spend
- Influence and inform organisational problem-solving and decision-making, and provide routine strategic risk analysis and management solutions
- Enable the exploration and testing of new forms of strategic partnerships and coalitions to achieve effective conflict prevention and peacebuilding outcomes
- Promote Saferworld's robust approach to safety and security management and the Code of Conduct – and its commitment to inclusion, diversity, equality, anti-racism, and solidarity with others – and safeguarding practices and procedures

2. Policy and programmatic performance responsibilities

- Ensure Saferworld's policy work, programming and advisory activities reflect the perspectives and interests of the people we engage with and the partners who work with them, and that their voices and concerns are brought into learning and decision-making
- Provide financial management, planning and reporting oversight, and ensure all policy work and programmes are delivered to a high standard
- Ensure funding opportunities and an appropriate income pipeline are being attained, in close collaboration with the funding and programme teams, while quality assurance and active cost recovery are being proactively pursued
- Ensure compliance with relevant legislation and directives of both Saferworld policies and donor procurement regulations – making sure risk management strategies respond to current or anticipated risks in everyday operations
- Oversee organisational and programme risks, including team and partners' safety and security and their effective management
- In addition to programme risks and security management, ensure compliance and performance standards are consistently maintained
- Seek holistic responses to the underlying factors driving conflict and insecurity – support policy and programme leads to achieve a high level of integration and coherency between community-based programming, relevant research and analysis, strategic communications, technical advisory services, and local and global policy/advocacy initiatives
- Lead a culture of active learning across teams and programmes – ensure feedback and learning inform adaptation through regular 'outcome harvesting' engagement and other learning processes modelling a fully inclusive culture and practice of reflection and active learning from relevant policy and programme experience and ensuring that knowledge drives innovation, adaptation and continuous improvement
- Enabling thematic and geographical leads to adopt holistic in the design and delivery of Saferworld's contribution to peace – weaving complementary and innovative approaches where appropriate for greater impact

Roles and responsibilities (continued)

3. People and team responsibilities

- Motivate and inspire policy and programme leads to deliver a high standard of policy and programme expertise and support to their teams, consistent with Saferworld's organisational strategy and values
- Working with the relevant People Business Partner, recruit, retain and develop a team of experts with the ability to deliver high quality programming
- Foster a collaborative environment where teams feel part of the wider organisation in terms of culture, purpose and mission through peer support and shared learning
- Take responsibility for the consultation, communication and implementation of organisational decisions as they affect policy and programme teams inspiring the development of high performing leaders (up to 5 heads) and promoting a culture of active cross-organisational collaboration
- Foster business partnership approach among policy, programme and core function staff in working together and creating solution to achieve organisational objectives
- Play an active role as a senior leader in the organisation, influential role in organisation wide initiatives and modelling behaviours and approaches aligned to organisation culture and values
- Lead on change management initiatives that impacts on programme and policy staff with implications for the wider organisation
- Ensure organisational security protocols and duty of care policies and standards (i.e. Safeguarding, Code of Conduct) are adhered to across the policy and programme teams

4. External relationship responsibilities

- Champion Saferworld's work globally and strengthen existing and build new relevant alliances and partner networks
- Work closely with the Senior Management Team and Communication Team to ensure quality communications with donors and partners takes place on policy and programme impact
- Maintain and establish good working relationships with key donors, partners and peer organisations
- Undertake high-level representation on behalf of Saferworld and its partners with policy-makers and other senior officials of governments, international institutions, multi-mandate organisations and the private sector
- Strategically position Saferworld for new opportunities – foster innovation and the identification of new policy and programming opportunities and partnerships

Key working relationships

Director of Business Performance

– regular engagement on organisational matters to enhance programme impact, risk and compliance management

Global Core Functions – work collaboratively with and in a business partnership approach to implement organisational policies and procedures, and engage in relevant Fundraising, Financial Management, People/HR, Security and Operational processes

Head of Programmes – collaborative engagement to facilitate and support joined-up policy and programming effectiveness, ongoing learning, information exchange and effective collaborative working

Head of Policy – collaborative engagement to facilitate and support joined-up policy and programming effectiveness, ongoing learning, information exchange, and collaborative working

Head of Communications –

collaborative engagement to ensure strategic communications is embedded in programme design and contributes to programme impact

Head of Strategy – regular engagement to ensure knowledge capture and active learning is embedded and making a difference

Head of Programme Support – collaborative engagement to strengthen programme, facilitate and support joined-up policy and programming effectiveness, ongoing learning, and information exchange

Head of Conflict Advisory Unit – collaborative engagement to support in-country and international technical advisory services and ensure alignment with strategic priorities, as well as joined-up policy and programming effectiveness

External stakeholders – maintain and develop new relations with partner organisations, donors, international institutions, governments and non-state actors

Scope and accountability

Decision making and limits of authority

- Provide leadership and be responsible for policy and programme direction, performance and impact
- Provide oversight on quality planning, coordination and delivery of policy work, country/ regional programme, and advisory service outcomes across the organisation
- Ensure objectives with prescribed timeframes are achieved in line with strategic priorities

Financial resources

- Ensure goals and objectives are achieved within prescribed timeframes in line with strategic priorities
- Collaborate in generating income and oversee programme budgets of approximately USD 20M / GBP 15M per annum

Other resources

- Engage in cross-organisational information-sharing and lesson learning on key policy, programme and strategy issues, and contribute to building synergies across programmes areas

People management

- Line-manage up to five direct reports and consultants as required
- Provide coaching and mentoring support to aspiring talent across teams and programmes

Legal, regulatory and compliance responsibility

- Ensure systematic operationalisation of and compliance with contractual obligations, country-specific labour laws, or work related to proscribed groups
- Ensure compliance with our IDEAS strategy and Safeguarding policies and procedures



Person specification

Knowledge, qualifications and experience

- Proven leadership experience at senior international development management level, with a track record in strategic planning, integrated policy and programme development, and managing multi-thematic and multi-geographic strategies for change
- Experience of working and/or living in conflict-affected contexts
- Solid understanding of peacebuilding and conflict prevention, such as in security and justice issues, inclusive peace processes and reforms, gender equality and women's empowerment, and the international policy and assistance environment – including where humanitarian, development, human rights and peacebuilding initiatives intersect
- Prior experience overseeing conflict analysis processes and advising on and inclusive approaches to programming design and practice as well as policy and advocacy
- Proven experience in leading on multi-thematic and multi-graphic programme strategies and advocating and communicating for change
- Experience in leading senior level and high performance teams, and implementing organisational wide change processes
- Experience of identifying, managing and mitigating organisational risks- personally and/or through others
- Experience of developing and implementing strategies that successfully generate income and appreciation of the challenges and opportunities of securing diverse income through a range of donors from individuals through to institutional donors
- Proven success in leading and facilitating multi-disciplinary teams and leaders to achieve common goals
- Experience of leading and managing staff remotely, including in different time zones, and in a multi-cultural and multi-functional team
- Experience of developing and managing collaborative relationships with a wide variety of actors, including civil society, INGOs, governmental and multi-lateral institutions, private sector and in different forms of partnership

Skills and abilities

- Excellent written, listening and verbal communication skills, including experience of communicating effectively across cultures and with diverse audience
- Ability to use creativity to solve problems and overcome obstacles to deliver quality support and advice in challenging environments
- Sensitive to context, environments, and local dynamics that drive conflict, division, and power imbalances
- Willing and able to adjust to multiple demands and shifting priorities, and to demonstrate flexibility
- Able to undertake travel, sometimes to difficult locations at short notice as required – up to 30% of time
- Excellent organisational leadership and management skills including strategic planning and business development
- Able to provide sound and effective financial and compliance oversight and control
- Proven ability to lead; manage, inspire and motivate staff at all levels to take responsibility for own decisions and ensuring colleagues take personal accountability for achieving team goals
- Proven ability to set priorities effectively, whilst working under pressure



Personal qualities

- Commitment to the vision, mission and values of Saferworld including respecting and valuing equality and diversity, and understanding of how this applies to own area of work
- Commitment to and compliance with Saferworld's safeguarding principles and code of conduct
- Able to lead by example, role model leadership qualities and create a safe and respectful environment for all staff
- Commitment to improving international engagement in conflict affected contexts.
- Commitment to own continuing personal and professional development

How to apply

To apply: We are partnering with Red Sea Executive Search for this appointment. Please apply through their website at the following link: www.redseasearch.com/job/director-of-policy-and-programmes

Need help? Should you require access to information in a different format or have trouble uploading your application please write to Red Sea via applications@redseasearch.com

Recruitment timeline:

Closing date: 22 October 2023

Red Sea interviews:

27 October – 1 November

Saferworld interviews: TBC

Photo credit: Saferworld

SAFERWORLD
PREVENTING VIOLENT CONFLICT. BUILDING SAFER LIVES

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