

Head of Programmes
November 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.

The **Head of Programmes** is an exciting opportunity to play an influential role in a leading conflict prevention/peacebuilding organisation. You will work alongside our country and regional programme leads, and oversee the development and effectiveness of Saferworld's country-based engagement. This position is suited to a candidate with solid programming knowledge and instincts, who is attuned to the experiences of those living with conflict, and who is comfortable supporting and stretching our programme leaders to advance strategies and creative partnerships to prevent violence, overcome injustices, and achieve greater security and peace.

Saferworld is an organisation that opposes all forms of discrimination and is committed to the principles of equal opportunity. It promotes positive approaches to equality and diversity, and to advancing a working environment that is free from prejudice or degrading behaviour.

The role

Job title

Head of 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

Director of Policy and Programmes

Management responsibility

Country Directors and Managers)

Type of position

National

Grade and salary

Salary commensurate with seniority of the post. Based on the location of the applicant, the National Salary structures of the corresponding country will apply

Contract terms and hours

Open Ended and 37.5 hours per week

Job purpose

This position is responsible for providing oversight and support to Saferworld's portfolio of country-based partnerships and programmes and the performance of its teams, including the development and implementation of achievable and budgeted annual delivery plans. Through direct line management of up to 9 programme leads and specialists, the Head of Programmes will provide leadership, accompaniment and challenge for programmes in conflict affected contexts. They will safeguard accountability for our actions in-country, and ensure business responsibilities for financial control, organisational systems and income generation are met.

Working closely with the Director of Policy and Programmes and various other programme leads and business partners, the Head role will influence the shape of overall programme design; champion learning and innovation; and inspire programme leads to work creatively in the spaces where conflict prevention and peacebuilding intersect with other human security and development priorities.

By elaborating Saferworld's overarching strategic vision, they will further enable teams to deliver people-led and joined-up programming to contribute to systemic transformative change (combining community-led and gender aware responses with local and global research, policy developments, communications for peacebuilding, and advocacy for people-centred political solutions and pathways for peace).

As a member of the Senior Management Team, the postholder will contribute to organisation-wide strategies and processes to advance Saferworld's thematic and operational priorities, its methodological approaches, and to organisational development and internal communications generally.

Roles and responsibilities

1. Programme performancee

- Provide active oversight, accompaniment and management support of country programmes, including over finance management, planning, reporting and risk management to ensure that all programmes function and projects are delivered to a consistently high standard.
- Pro-actively ensure that funding opportunities for Saferworld's country and regional programmes are being pursued in close collaboration with the funding and programme teams, and ensure cost recovery and quality assurance is being addressed at the point of sign-off.
- Work closely with country leads to ensure collaborative engagement in 'outcome harvesting' and other monitoring and learning processes to ensure that quality standards are achieved, learning continually informs adaptation, and reporting requirements are met.
- Ensure country programmes demonstrate good stewardship and compliance with relevant legislation and directives with both Saferworld policies and donor procurement regulations.

2. Programme development

- Provide strategic direction for Saferworld's country and regional programmes, including consideration of new collaborative partnerships, approaches, geographies and thematic areas in-line with delivering Saferworld's strategy.
- Ensure Saferworld maintains supportive and mutually accountable relationships with partner entities, and partner feedback mechanisms function.
- Seek a high level of integration and coherency between community-based programming, relevant research, and local and global policy/advocacy work.
- Facilitate cross-organisational understanding of country and regional programmes' needs, opportunities and challenges, including acting as a key interface between country programme teams and other teams across the organisation and navigating the intersections between thematic and geographic work.
- Represent Saferworld at relevant fora.

3. Organisational leadership

- Contribute towards the leadership and strategic direction of Saferworld as a member of the Senior Management Team.
- Influence and inform organisational decision-making through formal and informal engagement, especially through participation in leadership meetings and cross-organisational working groups.
- Take responsibility for the consultation, communication and implementation of organisational decisions as they affect country/ regional programmes and teams.
- Promote the Code of Conduct values, IDEAS (Inclusion, Diversity, Equality, Anti-racism, Solidarity) and safeguarding practices and procedures amongst teams and direct line reporters and model leadership processes in line with Saferworld values, principles and behaviours.

4. Team leadership

- Oversee and support country programme teams to ensure they are operating in a way that is consistent with Saferworld's organisational strategy and values.
- Motivate and inspire teams to deliver a high standard of programme expertise and support country leads in relation to their role, the implementation of their strategies and the development of their teams.
- Work with country leads and core services to identify approaches and methods of working which enable Saferworld to address its strategic priorities in innovative and effective ways.
- Foster a team environment where peer support, shared learning, and a sense of collectiveness is prioritised and that all Saferworld employees feel part of the greater organisation in terms of culture, purpose and mission.

Key working relationships

Country leads – provide strategic leadership, direction and accompaniment

Director of Policy and Programmes – seek support, advice and regular strategic engagement on organisational matters and effective collaborative working

Head of International Policy – maintain close working relationship to facilitate joined-up programming, learning, and information exchange; contribute to policy development and international advocacy

Programme Support Team – to strengthen programme and staff development and ensure programming aligns with organisational principles and approaches

Head of Communications – to ensure strategic communications are embedded in programme design

Core functions – to support implementation of policies and procedures, and engage in relevant fundraising, finance management, People/HR, Security and Operations processes

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

- Providing oversight on quality planning, coordinating and delivery of country programmes across the organisation
- Ensure that we achieve our goals and objectives with prescribed timeframes in line with strategic priorities.
- Provide strong leadership and be responsible for the further management and monitoring of country strategy and programmes

Financial resources

- Ensure that we achieve our goals and objectives with prescribed timeframes in line with strategic priorities.
- Collaborating in generating income and overseeing programme budgets of approximately £10M per annum.

Other resources

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

People management

- Line manage up to 9 direct reports and consultants as required
- Demonstrate leadership to country leads and provide coaching and mentoring to aspiring talent across programmes

Legal, regulatory and compliance responsibility

- Ensure that employment practice in the relevant country offices is compliant with country labour laws
- Ensure all accounts are completed and recorded in line with country financial regulations
- Act as the named senior manager with corporate responsibility for Health, Security and Duty and Care
- Ensure systematic operationalisation of and compliance with our IDEAS and Safeguarding policies and procedures



Person specification

Knowledge, qualifications and experience

- At least 10 years' experience at senior management level, with proven experience managing multi-thematic and multi-geographic programme strategies and advocating and communicating for change.
- Excellent 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 peace initiatives intersect.
- Proven experience in overseeing conflict analysis processes and advising on and integrating inclusive approaches to programming design and practice. Experience in strategic planning and programme development, preferably including project design, proposal development/writing, programme implementation, MEAL, and team management.
- Experience of financial and grant management, including overseeing financial procedures, budget monitoring, and donor reporting. and experience.
- Experience of fundraising and engaging with donors.
- Experience of managing staff remotely, including in different time zones and in a multi-cultural and multi-functional teams.
- Experience of developing and managing collaborative relationships with a wide variety of civil society, governmental, and multi-lateral institutions and in different forms of partnership.
- Experience of working and/or living in conflict-affected contexts.
- Sensitive to context, environments, local dynamics that drive conflict and division, and power imbalances.
- Willing and able to adjust to multiple demands and shifting priorities, and to demonstrate flexibility.
- Able to undertake travel to difficult locations, sometimes at short notice.

Skills and abilities

- Communicates sensitively and effectively with a wide range of people, including across cultures and with those at a distance.
- Ability to deliver projects on time and budget, including skills in project development and management.
- Ability to use creativity to solve problems and overcome obstacles to deliver quality support and advice in challenging environments.



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
- 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

Other requirements

- Key member of the leadership team
- Able to travel internationally as when required – up to 30% of time.

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:- <https://www.redseasearch.com/job/head-of-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:
14th January 2024

Red Sea interviews:
w/c 22nd January 2024

Saferworld interviews (tbc):
w/c 5th February 2024

Photo credit: Saferworld

SAFERWORLD
PREVENTING VIOLENT CONFLICT. BUILDING SAFER LIVES



About Red Sea Executive Search

Red Sea Executive Search is an international, executive search consultancy, seeking extraordinary leaders to transform our world. We recruit leadership into the world's foundations, trusts and charity organisations, and especially for INGOs in International Development, Disaster Relief and Humanitarian Aid in the Global South.

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