Job description: Project Manager, Conciliation Resources EU

Job Title: Project Manager, Conciliation Resources EU  
Location: Brussels, with some travel mostly in Europe  
Contract: Permanent  
Reporting to: Director, Conciliation Resources EU  
Responsible for: no direct reports

Conciliation Resources
Conciliation Resources (CR) is an independent international organisation working with people in conflict to prevent violence, resolve conflicts and promote peaceful societies. We believe that building sustainable peace takes time. We provide practical support to help people affected by violent conflict achieve lasting peace. We draw on our shared experiences to improve peacebuilding policies and practice worldwide.

The CR EU (and mediatEUr) office supports the EU to develop policy and good practice in conflict prevention and mediation support. It represents CR to EU Institutions and EU Member State delegations in Brussels and develops and maintains close relationships and networks with Brussels based donor and partner organisations, as well as interested individuals.

Job Purpose
The post holder is responsible for the successful coordination of multiple projects, including three current EU contracts. This includes direct management of most of the project cycle, including implementation, monitoring and evaluation, narrative and financial reporting.

The post holder also provides essential support to help the effective administration and management of EU grants across all of CR’s global programmes.

Specific responsibilities and tasks

a. Project management

- Direct, support and oversee the work of current CR EU projects at all stages (design, costing, implementation, reviewing and reporting). Ensure that projects are delivered in line with the original proposal.

- Coordinate the CR EU Framework Contract (FWC), providing resource mobilisation, relationship building with the European External Action Service (EEAS) on mediation and dialogue, providing day to day financial management and maintaining the flow of information to and reporting from FWC of consortium partners.
• Coordinate other contracts such as ERMES (European Resource for Mediation Support) and CR framework contracts, alerting and advising CR EU and wider CR teams on opportunities and facilitating applications for work under such frameworks.

• Comply with CR’s procurement policies and internal information management systems.

b. Grant and donor administration

• Work with teams across Conciliation Resources to ensure that all information from new EU submissions and successful proposals are captured appropriately.

• Maintain oversight of the details of EU funding agreements and ensure that finance, communications and other teams are aware of relevant contractual clauses.

• Keep on top of EU reporting deadlines and help coordinate the submission of reports, disbursement requests and similar.

• In coordination with the Fundraising and Communication team, support staff within Conciliation Resources to apply for EU funding, including help with registration processes, submission of proposals and completion of relevant paperwork/online forms.

c. Representation and networking

• Build and maintain close relationships with consortium partner organisations and ensure regular exchanges on substance and procedure relating to the implementation of the FWC, including organising FWC Consortium meetings at least twice a year.

• Represent Conciliation Resources as required in meetings with officials and partners, and relevant NGO network meetings, including meetings of the European Peacebuilding Liaison Office. Provide analysis and feedback to the Director of CR EU and Conciliation Resources staff.

d. Financial management and fundraising

• Provide financial management of grants and assist with preparation for audits.

• Pre-check project costing invoices and pass to the Director of CR EU for approval.

• Coordinate information about EU funding streams in liaison with CR’s Fundraising and Communications team.

• Support the Director of CR EU to secure funds for CR EU, including in the development of project concepts, writing proposals and budgets, and in the development of new and existing donor relationships with EU institutions. Consult with colleagues in London,
including gender and Monitoring, Evaluation and Learning advisers, partner organisations and other interlocutors on the development of initiatives.

- Ensure that all fundraising projects (concept notes and proposals) fit within the agreed annual strategy and plans and integrate gender-sensitivity. Seek final approval for submission of proposals.

- Ensure that appropriate project documentation, systems and processes in relation to each programme are in place, and comply with and participate in maintaining Conciliation Resources’ administrative and financial systems and policies.

e. Other

- Share in collegial duties as a senior staff member. Perform other tasks consistent with the skills and expertise of the post holder as required on an ad hoc basis, and as requested by the Director of CR EU.

- Apply our core values to all work and develop them within the organisation, including through signing and adhering to Conciliation Resources’ Code of Conduct.

Person specification

Knowledge

- Understanding of the key EU institutions and their funding streams relevant to CR EU and the wider organisation.
- Understanding of basic fundraising practices, approaches and environment.
- Good understanding of peace mediation, peacebuilding and gender desirable.

Skills

- Written and verbal English and French to a professional standard.
- Exceptional organisational and planning skills with the ability to coordinate information and processes involving multiple people/teams.
- Ability to manage a complex and, at times, heavy workload, to multi-task and take initiative.
- Good interpersonal and relationship-building skills, with the ability to work collaboratively, listen to and influence others.
- Common sense approach, with a positive attitude and the ability to adapt to an evolving working environment.

Experience

- Experience of managing EU contracts and grants, including proposal submissions and donor reporting [essential].
- Experience of working with institutional donors [ideally EU].
- Experience managing the work of consultants.
● Experience liaising with multiple project partners.
● Office administration experience, including a proven track record of successfully maintaining databases and office records.
● Experience of writing for different purposes and audiences, including funding proposals, and presenting information clearly.
● Cross-cultural sensitivity and appreciation.

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