

Job description: Gender Adviser

Job Title: Gender Adviser

Location: London, with occasional international travel

Contract: Two years fixed term contract

Reporting to: Head of Gender and Peacebuilding

Responsible for: Occasional volunteers or consultants

Conciliation Resources

Conflict is difficult, complex and political. The world urgently needs to find different ways to respond. Conciliation Resources is an international organisation committed to stopping violent conflict and creating more peaceful societies. We work with people impacted by war and violence, bringing diverse voices together to make change that lasts. For over 25 years, we have been making peace possible. We currently have over 70 full and part-time staff members, working mainly out of the London and Australian offices. We work with over 70 locally-based and international partners worldwide.

The Research, Advisory and Policy (RAP) Department is responsible for the Accord publication series and cross-organisational research programmes, thematic policy advocacy, and the organisational approach and technical support to Programme Departments on gender and monitoring, evaluation and learning. The RAP Department includes the CR EU team based in Brussels.

Gender in Conciliation Resources

Conciliation Resources recognises that inclusion – the meaningful participation of diverse groups at all levels of peace processes – is fundamental to sustaining peace. In line with our focus on inclusion, our aim is for programming, policy engagement and organisational management practice to be at minimum gender-sensitive with an aim for our work to be gender-transformative.

Job Purpose

The Gender Adviser works across Programme Departments and with the RAP Department and Fundraising and Communications team to help Conciliation Resources achieve its gender and inclusion ambitions in the Strategic Plan. They support the Head of Gender and Peacebuilding in ensuring coherence of overall strategy, policy approach and communications on gender and inclusion. They bring expert advice and guidance on the integration of gender into analysis, design, programming, training, facilitation, research and advocacy, and organisational systems and processes as needed.

The Gender Adviser is a source of technical advice and support to gender leads in Programme Departments and a source of expertise on gender and inclusion within the organisation and externally in the wider peacebuilding community. They promote learning on gender and inclusion across the organisation and promote Conciliation Resources' practice and learning on gender and peacebuilding to external audiences.

Scope and Accountability

The Gender Adviser reports to and is line-managed by the Head of Gender and Peacebuilding and is a member of the RAP Department. They work closely with Gender Advisers and gender leads in Programme Department teams.

They are responsible for supporting the achievement of gender objectives in programme and organisational practice, and monitoring. They support the design, planning and delivery of gender-sensitive conflict analysis, the integration of gender-sensitivity into programming and monitoring, evaluation and learning (MEL) frameworks. They deliver specific gender-related research activities, outputs and analysis. They support the development and delivery of training including by developing resources that can be used to develop the knowledge, skills and capacity of staff and partners, and by promoting cross-context learning. They participate in design of policy and influencing strategies and represent Conciliation Resources in relevant external networks and fora.

Within Conciliation Resources they work primarily with Programme Department teams and departmental Gender Advisers where appointed, and in support of priorities and objectives set by the Department Director and Peacebuilding Directors. Externally they will be responsible for maintaining key relationships with gender, peace and security networks as agreed by the Head of Gender and Peacebuilding.

Specific responsibilities and tasks

a. Strategy and planning

Support the Head of Gender and Peacebuilding in the development, review and monitoring of cross-organisational gender strategies, positioning, audits and advocacy plans, as well as periodic reviews of organisational objectives.

Contribute to development of annual plans for internal gender support and external gender advocacy, working with the Head of Gender and Peacebuilding and liaising with Programme Department teams.

Work with the Head of Gender and Peacebuilding to support Department Directors and Managers and Gender Advisers with regional and context-level gender and inclusion strategies.

Play an active role in organisation wide reviews of strategy and operational plans, and organisational learning processes, bringing gender and inclusion perspectives to the fore.

Guided by the Head of Gender and Peacebuilding, coordinate the annual reviews of Gender Action Plans across the organisation, recording analysis, collating and drafting information on progress against agreed benchmarks for the Executive Management Team and donor reporting, and supporting the identification of annual outcomes.

Coordinate inputs for cross-organisational evaluations of the gender and inclusion impact of Conciliation Resources' work, including reviews by strategic donors.

b. Advisory support

Liaise with Gender Advisers or leads within Programme Departments to identify and plan gender advisory support needs and priorities for the RAP Gender Team. Arrange regular meetings for the Head of Gender and Peacebuilding with Gender Advisers or leads in Programme Departments.

Advise teams through practical suggestions and guidance on incorporating gender-sensitive and inclusive approaches into conflict analysis, research, programme design and concept development.

Provide technical support for gender-related programme implementation as required, including through the delivery of training and capacity building for teams and partners, accompaniment in the design and delivery of workshops and other programme activities.

Accompany gender-sensitive conflict analysis processes with Conciliation Resources staff and partners, providing design and facilitation support when needed.

Advise the Head of Accord, Research Manager and department research leads on the integration of gender into research methodologies and content of Accord and other research initiatives.

Support the Head of Gender and Peacebuilding to develop and deliver gender inductions and provide cross-organisational training initiatives tailored to meet Conciliation Resources staff, partners and consultants needs as required.

Advise on the integration of gender into organisational systems, processes and practice including finance, human resources, partnerships and monitoring, evaluation and learning.

Advise the Compliance Manager on gender-sensitivity of safeguarding and security processes and actions

c. Learning, communications and advocacy

Support internal learning and analysis by taking part in Outcome Harvesting sessions, documenting Conciliation Resources' practice on gender and inclusion, organising lesson learning and information sessions ('purple bags'), in agreement with the Head of Gender and Peacebuilding.

Design and implement practice-based research projects focused on gender and inclusion, under the supervision of the Head of Gender and Peacebuilding.

Follow relevant external debates and policy developments in the field of gender, peace and security and peacebuilding broadly, identify relevant events and opportunities for external influence, and share within Conciliation Resources.

Share and promote good practice by Conciliation Resources on gender and inclusion by supporting the delivery of policy messages to a variety of audiences, including to senior government, multilateral institutions and NGOs and international organisations.

Represent CR in international meetings, workshops and discussions.

Take part in NGO network meetings, such as GAPS and EPLO gender meetings, in order to pursue Conciliation Resources' advocacy goals on gender and inclusion, and support CR EU in the development of their gender messaging and influencing strategies.

Develop and maintain a range of strategic contacts for partnerships, policy influence and fundraising.

d. Projects and events

Provide coordination and logistics for events on gender and inclusion within the organisation and with others in the sector, working with the Policy Manager and RAP Assistant as needed, monitoring participation and impact for Outcome Harvesting.

Develop and manage budgets for small projects managed by the RAP Gender Team, provide narrative and financial reports on activities, including for submission as internal and donor reporting.

As needed, manage the work of consultants employed to support specific project activities, ensuring they work as a team and deliver high quality work on time.

Contribute to fundraising proposals and compile reporting on gender impact for strategic donor reporting.

Take the lead on occasional short research pieces and other external communication outputs for policymakers and other practitioners (includes blogs, infographics, podcasts and webinars).

Draft content on gender and peacebuilding for the Conciliation Resources website and support the development of communications messaging and outputs that promote Conciliation Resources' practice and messages on gender and inclusion.

Maintain appropriate project documentation and filing systems, ensuring that they comply with internal and financial systems and policies.

e. Other

Contribute to APL programme annual and strategic planning and quarterly reporting.

Contribute to team and organisational meetings and ad hoc working groups as appropriate.

Participate in line management, annual appraisals and keep BreatheHR Information System, grant management and Outcome Harvesting Online Platform up to date.

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

Demonstrate a commitment to gender equality, diversity and inclusion, including a respect for diverse cultures and ways of working and adhere to CR's equality, diversity and inclusion policy and its effective implementation.

Contribute to a positive safeguarding culture in the RAP Department and assist with the implementation of safeguarding practices within the areas that the RAP Department works on.

This role may involve travel to different locations. Prior to and during travel to particular contexts, the post-holder should observe the security advice provided to them by the relevant Programme team. During all trips, they should behave in such a way as to prioritise the safety of themselves and their colleagues.

Support the organisation and delivery of cross-team or cross-organisational learning led by the RAP Department and actively participate in learning initiatives or activities within the organisation or in any consortia with which it may be engaged.

Person specification

Essential knowledge, skills and experience

- Sound understanding of gender and inclusion in peacebuilding theory and practice.
- Extensive experience of providing practical advice, expertise and accompaniment to staff and partners in conflict affected contexts in integrating gender and inclusion in peacebuilding programmes.
- Strong facilitation and training skills on gender and inclusion and ability to present complex information on gender and inclusion to non-specialist audiences so that it is easily understood.
- Experience of undertaking supervised practice-based gender-sensitive research resulting in high-quality analysis and reporting.
- Experience of taking minutes in meetings, revising and contributing to the drafting of substantive policy reports.
- Knowledge and experience of project management, including design, budget development and management, monitoring, evaluation and learning.
- Ability to listen actively to, engage with, and persuade people from varying backgrounds and with a range of political, cultural, and value orientations.
- Strong organisational, analytical and problem-solving skills and ability to manage a varied workload.
- Experience of working with international, national and local partner organisations and of managing consultants.
- Experience of presenting to external audiences.
- Strong verbal and written English language skills.
- Ability to work as part of a team as well as independently, and to work collaboratively, with a flexible approach.
- Computer literate (preferably experience of working in a MAC environment).

- Readiness to undertake overseas travel to Programme contexts and Europe/US and willingness to undertake hostile environment training.

Desirable

- Degree level qualification (or equivalent in practice) in a relevant field, such as gender studies, conflict resolution, development, international relations, human rights.
- Some practical knowledge or experience of peacebuilding in one or more of the conflicts in which Conciliation Resources is working.
- Experience of integration of gender into organisational management processes and systems, such as finance, human resources, governance and MEL.
- Experience of living or working in a conflict-affected society.
- Language skills relevant to context/s in which Conciliation Resources works.
- Experience of undertaking supervised practice-based research and analysis in the areas of gender, conflict, security or international development.

November 2020