

Job description: Programme Officer, Conciliation Resources EU / mediatEUR

Job Title: Programme Officer, Conciliation Resources EU / mediatEUR

Location: Brussels, with some travel mostly in Europe

Contract: Full-time position, one-year fixed term contract pending funding approval.

Reporting to: Director, Conciliation Resources EU / mediatEUR

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.

In 2019 CR entered a strategic partnership with the **European Forum for International Mediation and Dialogue (mediatEUR)**, an organisation that aims at promoting the peaceful transformation of conflicts within and between States around the world, through effective methods of mediation, dialogue and conflict resolution. mediatEUR combines expertise in mediation, mediation support and its management, support peace processes, innovative methods such as peace mapping and transitional justice. The partnership strengthens mediatEUR's competencies and expertise and extends its reach through Conciliation Resources' programmatic, research and policy engagement across the globe and its wide-reaching network engagement in the spheres of conflict prevention and mediation such as EPLO, the Mediation Support Network, and Gender Action for Peace and Security.

CR EU / mediatEUR has led the implementation of 2 Framework Contracts for the EEAS on conflict prevention and mediation. It has also been part of the European Resource for Mediation Support (ERMES) contract for the past 2,5 years.

CR EU / mediatEUR 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.

CR EU is part of the Research, Advisory and Policy (RAP) department within CR, who lead work on policy influencing, research and innovation in peacebuilding, and the Accord programme. Team members also provide advisory and capacity building support to CR programme teams in the area of monitoring, evaluation and learning and gender.

Job Purpose

To provide administrative, fundraising and policy support to the office as well as organisational support to the CR EU Director. To support the implementation of EU contracts with the Project Manager, and support additional projects that CR EU / mediatEUR periodically undertakes. Ensure the efficient and smooth running of the team and CR EU / mediatEUR office, including external digital communications.

Support RAP department and CR more broadly in their outreach to and policy engagement with EU policymakers in Brussels, and in identifying and preparing EU funding proposals across CR's global programmes.

Tasks and responsibilities

a. Project management and funding

- Assist with the implementation of CR EU / mediatEUR's Framework Contracts by supporting the Project Manager in identifying, organising and administering expert deployments, maintaining records, arranging financial documents, tracking quality control, invoices and feedback reports, and liaising with consortium partners as needed.
- Inform CR Programme Departments and RAP of opportunities for deploying expertise as part of the Framework Contract and ERMES.
- In coordination with the Project Manager, manage additional projects that CR EU / mediatEUR may take on, from set-up to implementation, evaluation and reporting. Lead on specific task areas.
- In coordination with the Director and Project Manager, research new funding opportunities and develop new project proposals for CR EU / mediatEUR.
- Support the Project Manager in helping CR's staff access and prepare EU funding proposals.
- Ensure that CR RAP and Programme Departments are informed of opportunities for deploying expertise as part of framework contracts.

b. CR EU office administration

- Maintain CR EU / mediatEUR's roster of experts and liaise with CR EU / mediatEUR's Associates as needed.
- Maintain the team's schedule and set reminders, and assist the Director in scheduling and organising office and external meetings.
- Maintain organised and accessible record keeping, both electronic and hard copies, track donor deadlines and requirements.
- Assist the preparation and running of CR EU Associate, Board and Member meetings, ensuring accurate minutes.
- Regularly update CR EU / mediatEUR website and social media platforms, ensuring consistency between CR EU / mediatEUR and CR messaging in liaison with the Communication team, gender advisers and policy team.
- Support the Director with financial and administrative record keeping.

c. Research and external events

- Attend conferences and events on mediation, dialogue and peacebuilding on behalf of CR, providing information and insights to CR staff, and support the Director in building CR / mediatEUr networks in Brussels.
- Manage the organisation and logistics of CR EU / mediatEUr events and conferences, both in-person and online, and draft reports as needed.
- Support RAP and Programme teams occasionally with the organisation of policy outreach events and meetings with EU policymakers, ensuring gender-disaggregated monitoring and evaluation data.
- Provide advice to RAP and Programmes on dissemination of outputs and event attendance as required.
- Monitor and share information on developments in EU policy and programming relevant to CR EU / mediatEUr and CR, including through participation in relevant EPLO Working Groups, in agreement with RAP colleagues and Director CR EU / mediatEUr.
- Conduct research and analysis when required, particularly in relation to funding opportunities and policy advocacy.

d. Other

- Contribute to annual planning and strategy development in CR EU / mediatEUr.
- and in collaboration with RAP.
- Communicate to RAP and CR more broadly updates and developments in CR EU / mediatEUr activities, including through participation in regular Department and cross-organisational meetings.
- Contribute as needed to internal reporting and outcome harvesting processes, ensuring data collected is gender-sensitive.
- Actively participate in learning initiatives or activities within the organisation and with external partners.
- Participate in line management meetings, annual appraisals and maintain up to date leave and personal data records in Breathe.
- Comply with CR's procurement and safeguarding and security policies, and internal information management systems.
- Perform other tasks and duties, consistent with the skills and expertise of the postholder, as required on an ad hoc basis as required by the Director of CR EU / mediatEUr.
- Apply our core values to all work and develop them within the organisation, including through signing and adhering to CR's Code of Conduct.

5. Person specification

Knowledge

- Good understanding of peace mediation, peacebuilding and gender, preferably acquired through training.
- Understanding of the key EU institutions and funding streams relevant to CR EU and the wider organisation.
- Understanding of international relations, politics and the social sciences.
- Understanding of basic fundraising practices, approaches and environment.

Skills

- Excellent written and verbal English and French; knowledge of German an advantage.
- Exceptional organisational and planning skills with the ability to coherently organise and structure information and records and coordinate with multiple people and teams.
- Creative mindset and pro-active, problem-solving approach to tasks and assignments.
- Research skills and the ability to write for different purposes and audiences, including websites, reports, formal communications and funding proposals, and to present information clearly and accurately.
- Virtual skillset: working knowledge of online meeting platforms and tools that facilitate the organisation of trainings, events, meetings, as well as registration and communication with participants.
- Good interpersonal and relationship-building skills, with the ability to work collaboratively, listen to and influence others.
- Ability to work independently, think strategically and manage a complex and, at times, heavy workload, to multi-task and take initiative.
- Common sense approach, with a positive attitude and the ability to adapt to an evolving working environment.

Experience

- Proven experience in a professional environment
- Office administration experience, including a proven track record of successfully maintaining databases and office records.
- Event management experience, both online and in-person.

- Experience of providing support to the administration and management of EU contracts and grants, including proposal submissions and donor reporting or within political consulting.
- Experience within the EU institutions preferable.
- Experience of liaising with different project partners, and consultants.
- Experience of writing for different purposes and audiences.
- Cross-cultural sensitivity and appreciation.
- Previous experience and participation in the peace mediation/peacebuilding sphere at local, national or transnational level.

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