Job description: Head of Gender and Peacebuilding

1. General

Job Title: Head of Gender and Peacebuilding
Location: London or Brussels (local employment terms apply)
Reporting to: Director of Research, Advisory and Policy Department
Responsible for: Direct line management of the Gender Adviser, and indirect supervision of gender focal points across three Programme Departments. Management of occasional consultants.

2. Organisation information

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 80 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.

Research, Advisory and Policy Department
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 also comprises the CR EU team based in Brussels.

3. Job overview

Job Purpose
The Head of Gender and Peacebuilding is responsible for shaping Conciliation Resources’ organisational approach to gender in its peacebuilding practice, research, policy influencing and internal organisational policies and practice.

The Head of Gender and Peacebuilding helps to ensure that Conciliation Resources delivers on the gender and inclusion outcomes set out in Conciliation Resources’ Strategic Plan 2020-2025.

Scope and accountability
The Head of Gender and Peacebuilding acts as the professional lead on gender and peacebuilding in Conciliation Resources. They provide thought leadership, strategic guidance and technical advice to geographic Programme Departments and the Research, Advisory and Policy Department, Executive Director and Core and Operations Department. They are responsible for helping to set and monitor progress against internal and external
objectives for gender. They support the organisational lead on Diversity and Inclusion with the gender-sensitive implementation of the anti-racism action plan, ensuring gender and inclusion are integrated in organisational practices and leadership.

Working with the Director of Research and Innovation and RAP Gender Adviser they promote knowledge and learning on gender across the organisation. They develop Conciliation Resources’ knowledge and practice by convening learning spaces, authoring specific pieces of high-quality research, and facilitating training to staff and partners as needed. They provide professional guidance and task management support to gender focal points in geographic Departments and line manage the RAP Gender Adviser.

The Head of Gender and Peacebuilding represents the organisation at a high-level in external international fora and networks, advocating organisational positions on gender, developing new donor relationships and partnerships, and supporting donor relationship management led by the Fundraising team.

Keeping people safe
CR is deeply committed to keeping people safe from harm, whether they are personnel or those who come into contact with our work.

The Head of Gender and Peacebuilding is responsible for managing how safeguarding will be considered and implemented in specific projects that their team works on.

4. Specific responsibilities and tasks

a. Strategic guidance and planning

• Work closely with the Executive Director, Executive Management Team and senior leadership to develop a clear vision and objectives for Conciliation Resources’ work and position on gender.
• Work closely with the lead on Diversity and Inclusion on Conciliation Resources’ anti-racism action plan to ensure gender is integrated into process and actions.
• Lead and manage cross-organisational gender reviews, and develop strategy and policy to guide Conciliation Resources’ gender priorities and objectives, ensuring coherence with work on diversity and anti-racism.
• Lead on the annual monitoring, review and revision of the Gender Action Plan with departments, reporting annually on progress against agreed benchmarks and objectives in the Plan to the Executive Management Team, and key donors where required. Provide guidance, support and recommendations as necessary.
• Support periodic reviews of Conciliation Resources’ Strategic Plan, Theory of Change and Results Framework, analysing progress against organisational objectives on gender and inclusion.
• Participate in Senior Leadership Team meetings and in organisational working groups as appropriate.
• Attend occasional Board meetings to provide strategic updates on progress on gender to Trustees.
Development of knowledge and peacebuilding practice

• Manage and guide the work of the RAP Gender Adviser in supporting and accompanying programme teams and partners with the integration of gender into analysis and the design, implementation and evaluation of their activities and fundraising proposals.
• Task manage and provide regular professional guidance to gender focal points and/or gender advisers in Programme Departments to ensure coherence of approach in the integration of gender into peacebuilding practice and to support cross-department learning.
• Provide advice to the research, policy, MEL and CR EU teams in the RAP Department on integrating gender-responsiveness into their activities.
• Create and lead regular and inclusive learning spaces on gender and inclusion for staff across different departments.
• Lead the development of skills for gender-responsive peacebuilding, including through designing and facilitating training and developing training materials for staff and partners as required. On occasion, share and facilitate learning and skills development among external practitioners and policymakers.
• Lead the development of occasional research proposals on gender and peacebuilding, and act as lead author on some outputs, drafting content and analysis, and ensuring outputs are of high-quality and relevant. Task manage staff members and consultants on specific research outputs.

b. Representing and influencing

• Formulate advocacy priorities on gender and deliver policy messages informed by our peacebuilding practice to a variety of audiences, including senior staff from governments, multilateral institutions and NGOs.
• Develop and maintain a wide range of senior and strategic contacts at policy and practitioner level on gender, peace and security and follow external debates, sharing insights and key developments with Conciliation Resources staff.
• Lead on Conciliation Resources’ engagement in relevant NGO networks on gender (including European Peacebuilding Liaison Office (EPLO), Gender Action for Peace and Security (GAPS)).
• Contribute analysis and information on gender for Conciliation Resources’ external communications work, producing occasional material for the website or media.
• Develop strategic relationships with donors, proposing and developing ideas for funded initiatives in relation to gender.

c. Integration of gender into internal policies, systems and processes

• Work with the lead on Diversity and Inclusion to ensure integration of gender into the anti-racism action plan. Support the development of methods and processes to integrate gender and diversity into core areas of internal management and operational practice, including human resources, finance, communications, partnerships and safeguarding and security.
• Work with Department Directors, Director of Research and Innovation and Head of Monitoring, Evaluation and Learning to ensure gender is integrated into annual planning, learning and outcome harvesting workshops.
Other

- Undertake any other relevant duties that fall under the general scope of this role as instructed by the Director of Research, Advisory and Policy Department.
- 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 and Diversity Policy and its effective implementation; demonstrate a strong commitment to CR’s safeguarding policy and zero tolerance on bullying and harassment including sexual harassment.
- Handle information in line with Conciliation Resources’ Data Protection and Privacy Policy and any other relevant policies.
- Apply our core values to all work and develop them within the organisation, including through signing and adhering to Conciliation Resources’ Code of Conduct.
- Participate in the provision of a safe working environment, adhering to Conciliation Resources’ health and safety policies at all times.
- Assist in staff recruitment processes as appropriate.
- Manage consultants and volunteers, and task manage relevant staff, ensuring they work as a team and deliver on time.
- Participate in annual and strategic planning, quarterly reporting, line management, annual appraisals and keep BreatheHR Information System and Podio up to date.

5. Person specification

- Must have the right to work in the UK or Belgium

Essential knowledge, skills and experience

- Extensive knowledge and understanding of gender and peacebuilding theory and practice.
- Extensive experience of providing practical advice, expertise and accompaniment to staff and partners in developing gender-sensitive peacebuilding programmes, with a strong intersectional approach to gender.
- Experience and skills in training and facilitation of learning in gender-sensitive peacebuilding practice.
- Experience of policy formulation, advice and successful high-level advocacy in the areas of gender, conflict, security or international development.
- Highly developed conceptual, analytical and problem-solving skills and experience in design, implementation and delivery of high-level research and analysis on gender and inclusion in conflict contexts.
- Ability to listen actively to and work with and support people from varying backgrounds and with a range of political, cultural, and value orientations.
- Understanding of the functional and strategic considerations facing an international NGO working in conflict-affected environments.
- Strong verbal and written English language skills and the ability to summarise and communicate complex information and arguments clearly and accurately; write for a variety of audiences; and excellent presentation and public-speaking skills.
- Experience of managing staff or consultants and the ability to work as part of a team as well as independently, and to work collaboratively with a flexible approach.
Desirable knowledge, skills and experience

- Experience and knowledge of integrating gender into organisational policies, systems and processes.
- Experience of programme or project management cycles, including design, budget development and management, monitoring and evaluation, learning and reporting.
- Successful fundraising experience.
- Experience of living in a conflict-affected context or understanding of one or more of the cultural contexts in which Conciliation Resources works.
- Other language skills relevant to areas of Conciliation Resources’ work.
- Experience of working with Mac operating systems.
- Willingness to travel overseas occasionally.

November 2021