Cross- Programme CSSF Support Officer TORs

- **Job Title:** CSSF Support Officer
- **Location:** UK-based, with availability to come into the London office weekly
- **Reporting to:** Europe Asia Department Manager
- **Duration:** Fixed term contract until end of July 2023

Conciliation Resources

Conciliation Resources 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. Conciliation Resources enables peacebuilding work in a range of contexts, through regional programmes, research and policy work, supported by efficient core and operational support. We have 96 staff, and offices in 4 locations. Our regional programmes, sit within three programmatic departments: Africa Department (covering Horn of Africa, East and Central Africa, and West Africa) Europe-Asia (covering South Asia, South Caucasus and our cross-regional programmatic work) and South East Asia and Pacific (covering Philippines, and the Pacific).

**Job Purpose**

The CSSF Support Officer will provide support over a fixed time period to Conciliation Resources to enable programme departments to respond efficiently and in line with Conciliation Resources values and approach to emerging requirements of potential commercial contracts, including under the UK Conflict, Stability and Security Fund (CSSF). They will work cross-organisationally to play a key role in supporting pre-existing working groups, including groups on partnerships and the programmatic work cycle.

The post holder will work with colleagues across Conciliation Resources to facilitate programmatic inputs into operational processes, and will work closely with programmatic department colleagues to ensure processes efficiently enable Conciliation Resources’ peacebuilding work. They will provide operational and administrative support to these processes, and additionally to the Europe-Asia Department in support of project management.

This is an opportunity for an individual with project management expertise in an INGO setting and interest in peacebuilding work, to play an important role in supporting Conciliation Resources’ grant and contract processes.

**Specific responsibilities**

a. *Facilitate specified workstreams under Conciliation Resources’ organisational workplan for commercial contracts/CSSF*

- Organise and coordinate training for programme and department staff across Conciliation Resources, providing support to training facilitators in the delivery of training
- Ensure new templates as part of trainings are embedded into work of project work cycle
- Coordinate programme/department input and feedback on new templates in new processes/training as required
- Gather information on partnership requirements, and coordinate internal discussions on partnership modalities and commercial contract requirements
- Collate information for an approved subcontractors list
b. Provide secretariat support to working groups - specifically Partnership Working Group and Project Work Cycle Group

- Work with leads of these groups to ensure feedback is fed into working group documents and processes and support ongoing workstreams in these groups
- Arrange and coordinate meetings of working group, taking minutes from meetings and coordinating on action points and follow-up
- Facilitate conversations in these working groups relating to requirements from CSSF/commercial contracts

c. Provide support to department teams to meet cross-organisational requests

- Liaise with other teams that require programme/department inputs, and provide information where possible or facilitate where appropriate
- Provide administrative inputs to meet requests of new processes and systems, such as IT systems and due diligence.
- Support sequencing of requests to enable efficiency
- Maintain appropriate project documentation and filing systems for ensuring that the department complies with and participates in maintaining internal administrative and financial systems and policies.

d. Provide support to the Europe-Asia department for grant management and implementation (up to 30%)

- Take on agreed and specific responsibilities to provide additional support within the department, in order to support effective peacebuilding work; for example:
  - Assist partners to compile financial reports and submit these for approval to the Programme Director, liaising with the Finance team and partners to resolve issues.
  - Ensure partner transactions are properly coded and recorded, and that all necessary supporting documents are filed appropriately, electronically and/or in hard copy. Ensure gender markers are correctly applied in the financial system to monitor gender budgeting.
  - Conduct the first review of donor reports and monthly management reports for specified projects, liaising with the Finance Business Partner on changes needed and ensuring reporting is in line with project and donor requirements.
  - Provide logistical, financial and administrative support to individual programmes in the implementation of the full range of activities they undertake covering activities such as travel arrangements, visas, accommodation and making meeting arrangements. Ensure procurement of services is carried out in an appropriate manner adhering to Conciliation Resources’ Procurement Policy.

e. Other

- Participate in monthly line management meetings and regular performance appraisals, keeping BreatheHR Information System up to date.
- Maintain appropriate project documentation and filing systems, ensuring that they comply with internal financial systems and 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.
- 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.

- Demonstrate a strong commitment to CR's safeguarding policy and zero tolerance on bullying and harassment including sexual harassment.

- Perform other tasks and duties, consistent with the skills and expertise of the post-holder, as required in non-routine circumstances.

**Person specification**

**Essential knowledge, skills and experience**

- Experience of working in an administrative and support position to a team, ideally in an INGO, working on peacebuilding/in conflict contexts

- Strong organisational skills including planning, developing, implementing and maintaining administrative systems.

- Experience of providing support to facilitation and recording of meetings.

- Experience of working with databases, handling diverse sources of information and maintaining accessible filing systems.

- Experience of working in a multicultural environment.

- Experience of providing financial support to projects, including experience preparing budgets, monitoring organisational and partner expenditure and supporting financial reporting.

- Excellent verbal and written communication skills in English.

- Strong commitment to, and experience of, team and cross-organisational working.

- Appreciation of issues of confidentiality, and cross-cultural and political sensitivity.

- Initiative, enthusiasm and a problem-solving approach to new challenges.

**Desirable knowledge, skills and experience**

- Experience of commercial contracts and CSSF

- Experience using Podio or similar project and data management software.

- Understanding of and interest in peacebuilding and conflict transformation processes.

- Knowledge of and interest in contexts relevant to Conciliation Resources’ work

October 2022