

Job Description: Peace Process Support Manager

Job Title: Peace Process Support Manager

Location: Manila, with frequent travel

Reporting to: Department Director, South East Asia and the Pacific

Duration: 12 month fixed term

Responsible: Consultants as required

Organisational information

Conciliation Resources (CR) is an independent international organisation working with people in conflict to prevent violence, resolve conflicts and promote peaceful societies. 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. We work with partner organisations and individuals (officials, civic actors and politicians) supporting processes of change, including through supporting key actors in regions affected by conflict to explore options for progress through dialogue, analysis and access to new thinking. We also work with civil society groups to become more effective in advocating for rights, encouraging debate and achieving policy change.

CR is headquartered in London, with offices for the South East Asia and the Pacific department in both Melbourne and the Philippines (SEAP) programs. CR has worked in the SEAP regions since 1994 and currently has four programmes: A regional Pacific Programme, a Fiji Programme, a Papua New Guinea Programme and a Philippines Programme.

Job Purpose

The Peace Process Support Manager role provides support to Conciliation Resources peace process work in South East Asia and the Pacific, in particular (but not exclusively) for Conciliation Resources' work in the Philippines and Papua New Guinea. The role provides support to Conciliation Resources' Department Director, Programme Directors and Project Managers in their peace process work. The role will provide support to formal and informal dialogue and negotiation processes, including inter-governmental and community level peace processes. The role provides peace process advice, mediation and facilitation support as well as project management and network development support. The role will support CR's programme teams to fundraise for peace process project support work.

Specific Tasks and Responsibilities

a. Strategic and operational planning

Support Programme Directors, to design and develop peace process related projects that strengthen Conciliation Resources' work across the SEAP regions.

Contribute to the SEAP department's strategic and operational planning processes - including in annual planning, programme reviews and monitoring and evaluation processes.

Prioritise, plan for, and review the impact of programme activities on staff and partner security, adhering to the principle of 'do no harm'.

Play a significant role in the SEAP team's contribution to organisational policy development and comparative learning processes.

b. Programme Management and Support

Support and where required processes of programme development, and programme implementation across the SEAP department, including design, costing, implementation, reviewing and reporting.

Working with Programme Directors, design, directly manage and facilitate specific SEAP projects and activities, including events, workshops and processes.

Support the Department Director to develop and maintain collaborative partnerships with local, national, regional or international organisations, and assist in the operational administration of formal agreements to ensure SEAP's programme objectives are met.

Support Programme Directors to identify opportunities for Conciliation Resources to add value to peace processes in the South East Asia and Pacific regions.

Support SEAP programmes by frequent travel including, when necessary, to areas experiencing or having experienced violent conflict.

Manage sensitive and confidential information and knowledge in a discrete and professional manner.

Working with SEAP Programme Directors support the monitoring and reporting on the delivery of projects and/or programmes. This will include drafting narrative and financial reports to donor agencies, along with contributing to internal reporting to CR's Executive Management Team and Board.

Comply with internal information management systems, including entering data on Podio to ensure we are monitoring our activity and impact. Handle information in line with Conciliation Resources' Data Protection and Privacy Policy and any other relevant policies.

c. Policy and analysis

Support Programme Directors in the formulation of peace process related programme policy and the delivery of policy messages, analysis and lessons learned to relevant interlocutors, including donors, partners and government officials.

Sustain and document analysis of conflicts and peace processes relevant to the SEAP team, and keep informed of political, social, economic and security developments within the region and affecting the SEAP regions.

Support Programme Directors to ensure that conflict and gender sensitive analysis is integrated into specific peace process projects, and work with the Conciliation Resources Monitoring, Evaluation and Learning team to ensure that suitable research is undertaken to evaluate and learn from programme activities.

Engage in programme and organisational learning, through programme reviews, regular monitoring and evaluation at key points. Contribute to, and periodically take the lead on,

organisation learning events (including short downloads, brownbag lunches, organisational retreats, Accord articles and other activities).

Contribute to broader Conciliation Resources peacebuilding and conflict analysis, and organisation policies and practice.

d. Representation and networking

Under the guidance of the SEAP Department Director, represent Conciliation Resources, in consultative fora or networks, and with government ministries, embassies, donors, the media, partners, and other interested and relevant organisations and individuals, advancing Conciliation Resources' policy agendas and ensuring its credibility.

Working with relevant Programme Directors, develop and maintain trusted relationships and networks with individuals, institutions and organisations in the strategic interest of SEAP and relevant programmes. Support Programme Directors to build and maintain collaborative partnerships with donors, project partners and other interlocutors.

In consultation with Programme Directors, produce and oversee the delivery of communications (including written publications, multimedia material, website and intranet entries and other public resources) and ensure that public outputs meet CRs guidelines.

In consultation with the Communications team and Programme Directors, respond to requests from institutions, researchers, journalists and others.

Drawing on the support of the Research, Advocacy and Policy (RAP) team, contribute to the development and implementation of communication and advocacy strategies for relevant projects and programmes.

e. Financial management and fundraising

Assist in the preparation of new budgets, and support Programme Directors in the monitoring and tracking expenditure against forecasts, while contributing to financial reporting to ensure compliance with established internal and donor procedures.

Support Programme Directors to secure funds for peace process work, including through supporting fundraising applications, developing project concepts and drafting proposals and budgets for relevant projects. Working with Programme Directors, develop and maintain strong relationships with current and potential donors, particularly those based in the SEA and the Pacific regions.

Maintain appropriate project documentation, and follow established systems and processes for relevant projects ensuring that peace process activities comply with Conciliation Resources' existing administrative and financial policies.

f. Personnel management

Manage consultants and Conciliation Resources staff if required - including providing operational management, ensuring professional development and performance management, including through periodic meetings and annual appraisals.

Ensure consultants (and CR staff the position may manage) adhere to Conciliation Resources' security and safeguarding policies and guidelines when working, and particularly

when travelling. Be mindful of and plan around the security implications for partners of engaging with Conciliation Resources.

g. Other

Perform additional tasks, consistent with the skills and expertise of the post-holder, as requested by the Department Director.

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

Person Specification

Essential knowledge, skills and experience

- Considerable experience (7 years plus) supporting processes of dialogue and negotiation at a national political level in conflict affected environments, including providing facilitation and mediation support.
- Considerable experience of building and maintaining strategic networks, and maintaining personal and organisational impartiality in peace processes.
- Practical and conceptual knowledge of peace processes, peacebuilding and conflict transformation, including processes of social, gender and political change.
- Experience of implementing learning exchange projects.
- Considerable experience of project management including project planning, implementation, monitoring and evaluation and narrative and financial reporting.
- Considerable experience of developing new project ideas, building relationships with donors and writing proposals and budgets to secure new funds.
- Excellent communication skills, to communicate complex issues effectively and adjust communication style to varying circumstances, including ability to listen actively to people from varying backgrounds and with a range of political, cultural, gender and sexual identities and value orientations, combined with an ability to engage with them clearly and sensitively.
- Experience of planning, running, and facilitating effective meetings and workshops.
- Appreciation of confidentiality, political sensitivity and the complexities of working in a situation of unresolved conflict or political transition.
- Excellent spoken and written English.
- Experience of living or working in South East Asia, in particular the Philippines.
- Post-graduate study or equivalent by experience in conflict resolution, international relations, development studies, international humanitarian law, gender, peace and security or other related fields.
- Experience implementing projects in difficult social and political situations or conflict contexts, and experience of hostile environment training or willingness to undertake hostile environment training.
- Excellent organisational and coordination skills, including the ability to think and plan strategically while also retaining close attention to detail, to manage and prioritise a diverse and demanding workload, to convene and run efficient meetings and meet deadlines.
- Willingness to work irregular hours on occasions and for frequent international travel.
- Excellent word processing, spreadsheet, database and email software skills.

Desirable knowledge, skills and experience

- Considerable knowledge of the social and political landscape in South East Asia and the Pacific regions, and its conflicts.

- Considerable financial management experience, including preparing and managing annual budgets of at least £250k, monitoring and forecasting spend, and overseeing internal and external financial reporting.
- Experience of managing government or other donor-funded programmes, including donor relationship management, programme development and narrative and budget reporting.
- Experience undertaking advocacy with policymakers
- Experience line managing staff and consultants, including task management, performance management and professional development.

Conciliation Resources Australia is committed to anti-racism and gender equality. This role is responsible for contributing to a culture that respects equality, diversity and inclusion in the wider organisation and assisting with the implementation of anti-racist and gender-responsive practices.

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