

JOB DESCRIPTION

Job Title:	IDEAS (Inclusion, Diversity, Equality, Anti-Racism and Solidarity) Coordinator
Location:	London, Nairobi, Kampala or other locations where Saferworld has presence may be considered. National T&C's will be offered and the right to work in that specific country will be required
Reporting to:	Head of People and Culture
Salary:	Grade E Part-time – National Salary £34,000 - £41,000 (UK full time gross per annum)
Contract terms and hours:	Fixed Term contract: 12 months with a possible extension for a further 12 months Part-time: 22.5 hours per week
<p>Background:</p> <p>Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in 12 countries across Africa, Asia and the Middle East.</p> <p>Over the last five years Saferworld has grown significantly in terms of resources and staff and we now have over 200 colleagues spread across 12 country programme offices in East Africa, Middle East, Central Asia and Asia, and global advocacy centres in London, Brussels, Vienna and Washington. Saferworld's staff are at the heart of our work and their skills and expertise ensure we continue to function a leading conflict prevention and peacebuilding organisation. As we evolve and grow, we want to ensure our programmes, research and capacity interventions retain their quality, stay rooted in the voices of people living in conflict, and ensure our staff are motivated and challenged in their work.</p> <p>The success of our organisation's mission depends on people. Capitalising on what is unique about individuals and drawing on their different perspectives and experiences will add value to the way we work. Saferworld is committed to the principles of equality of opportunity for all and seeks to promote a positive approach to equality and diversity and within the scope of the relevant legislation, to having a workforce and working environment that is free of discrimination, prejudice, stereotyping, harassment, victimisation and undignified behaviour. We oppose all forms of unlawful or unfair discrimination.</p> <p>Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.</p>	
<p>Job purpose:</p> <p>Saferworld is working towards creating an inclusive workplace where every individual feels celebrated for their difference, can be themselves and can contribute meaningfully. The IDEAS Coordinator will play a key role in supporting, engaging and collaborating with diverse communities within the organisation, and in ensuring the operational delivery of key elements of the Inclusion, Diversity, Equality, Anti-racism and Solidarity Policy and Strategy in liaison with the Strategy Implementation Team. They will provide administrative and logistical support necessary for this delivery and promote its adoption through actionable commitments to reforming systems, operational procedures, and decision-making processes.</p> <p>This position will be based in London or other Saferworld location and will report to the Head of People and Culture, as well as receiving guidance from the organisational Implementation Support Team.</p>	

Roles and responsibilities:

- Maintain and support implementation of the organisational IDEAS strategy work plan across teams
- Coordinate the roll-out of training workshops across the organisation and provide administrative and logistical support for these sessions, which will be conducted by expert facilitators
- Work in collaboration with IDEAS champions/Country Directors/Manager/Function Heads to promote and ensure SW is following through with IDEAS commitment in line with our objectives
- Support inductions and refreshers to SW staff members and maintain staff training records and other related documents.
- Liaise with the IDEAS Project Team/Strategy Implementation Support team, and the Executive Management Team to implement policies, procedures and strategic direction on IDEAS.
- Ensure that horizontal and collaborative relationships are maintained with relevant stakeholders and external partner agencies, such as other peace-building organisations
- Establish contact with IDEAS networks within the INGO sector including the Bond People of Colour in Development Group.
- Capture programme and organisational learning on IDEAS through reviews, regular monitoring and evaluation, and contribute to organisation learning events, programme planning, and annual planning
- Represent the organisation at external events, including through close coordination with organisations undertaking similar work
- Create and maintain an internal IDEAS SharePoint site and be the first point of contact for internal and external communication on IDEAS
- Work in collaboration with current focus groups (Bouquet, Safer Sisters) IDEAS champions/Country Directors/Manager/Function Heads to promote and ensure SW is following through with IDEAS commitment in line with our objectives
- Liaise with People Officers to have regular update on investigations, trends on discrimination cases and when required, conduct or coordinate discrimination investigations
- Facilitate monthly IDEAS Project Team meetings, training for the team and organise external expert to present current trend and good practice in the sector to the team.
- Organise quarterly meetings and provide updates for Board of Trustees focal point for the Board Meetings

Key working relationships

- IDEAS Project Team / Strategy Implementation Team
- Head of People and Culture
- Director of International Programmes
- Country Directors/Managers
- Senior Gender Advisor
- MEL Coordinator/Advisor
- Head(s) of Programme Support and Learning
- Communications team
- People Officers in London and HR focal points in Saferworld country offices
- IDEAS Champions in Saferworld Country Offices / Functional Areas

Scope and accountability

Decision making and limits of authority	<ul style="list-style-type: none"> • The Coordinator has responsibility for planning and coordinating the implementation of the IDEAS strategy across Saferworld to ensure we achieve our goals and objectives prescribed timeframes in line with Saferworld's strategic priorities.
Financial resources	<ul style="list-style-type: none"> • <i>Management of the IDEAS budget (TBC)</i>
Other resources	<ul style="list-style-type: none"> • Creating and maintaining an internal IDEAS SharePoint site
People management	<ul style="list-style-type: none"> • <i>n/a</i>
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • Active monitoring of systems and processes so that opportunities for organisational learning are identified, and to include in future strategies to shape journey.

Person specification
Knowledge, qualifications and experience <ul style="list-style-type: none"> • Experience in project management and of managing projects spanning across multiple countries. • Prior experience working on inclusion and diversity or related field • Experience of working in a multi-cultural environment and on sensitive issues • Excellent working knowledge of MS Office software packages, databases, and project management tools • Strong commitment to, and experience of, team and cross-organisational working • Prior experience of working on inclusion and diversity in an aid sector organisation is desirable • Experience with internal or external communications in an organisation
Skills and abilities <ul style="list-style-type: none"> • Strong organisational skills including planning, developing, implementing and maintaining administrative systems • Demonstrable experience of working with colleagues in ways that reflect the principles of power-sharing and accompaniment. • Ability to work independently, taking initiative and problem solving abilities • Excellent verbal and written communication skills in English (essential) and professional competency in an additional language (desired)
Personal qualities <ul style="list-style-type: none"> • Interest in diversity and inclusion, and working with affected communities in humanitarian and development work • Commitment to and compliance with Saferworld's safeguarding principles • Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work • Commitment to own continuing personal and professional development • Commitment to the vision, mission and values of Saferworld
Other requirements <ul style="list-style-type: none"> • Occasional international travel may be required
Application process <p>To apply: Send your CV and a covering letter addressing the person specification and why you feel your experience matches the requirements of the role and send to HR at jobs@saferworld.org.uk (Ref:IDEAS01). More information about the role and SW can found here: http://www.saferworld.org.uk/jobs/jobs</p> <p>Deadline for applications: 9 February 2023</p>