

## JOB DESCRIPTION

<b>Job Title:</b>	Conflict and Security Adviser
<b>Location:</b>	London with frequent travel (but other locations will be considered)
<b>Reporting to:</b>	Senior Conflict and Security Adviser of Head of Conflict Advisory Unit
<b>Salary:</b>	£37,000 - £45,000
<b>Contract terms and hours:</b>	Open contract. Standard working week is 37.5 hours
<p><b>Background:</b></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>The Advisor will work within the Policy, Advocacy and Communications Division (PAC). PAC proposes and advocates for improved policies and practices relating to conflict, gender, security, aid, governance and arms control.</p> <p>The successful candidate will work within Saferworld's <b>Conflict Advisory Unit (CAU)</b> within the PAC division. The CAU provides high-quality advisory support to influential external actors, whilst working with programmes and other teams across Saferworld to capture and promote learning and good practice on adopting <b>conflict-sensitive approaches</b>. We work closely with a range of external <b>CAU partners</b> including donor institutions, INGOs, CSOs, financial institutions and the private sector to support the uptake of more conflict-sensitive ways of working.</p>	
<p><b>Job purpose:</b></p> <ul style="list-style-type: none"> <li>Contribute to and lead aspects of Saferworld's advisory support, policy development, research and advocacy work, and provide technical, mentoring and practical support to Saferworld's in-country teams and external partners</li> <li>Deliver high-quality technical advice, analysis and research for donors, multi-laterals, INGOs, local civil society groups and/or private sector actors, focused primarily on building capacity to integrate conflict sensitivity into a wide array of initiatives, across a diverse range of sectors</li> <li>Develop relationships and collaborate with civil society, governmental, multi-lateral and corporate actors as relevant.</li> </ul>	

## **Roles and responsibilities:**

### **1. Provide high-quality and timely technical support to on conflict sensitivity to CAU partners**

- Provide high-quality analysis and advisory support to Saferworld's external partners aimed at supporting the integration of conflict sensitivity into their work. This is likely to entail reviewing strategies, policies, guidelines and programme documents from a conflict sensitivity perspective, and providing actionable and achievable recommendations and on-going support aimed at building awareness and long-term capacity within partner institutions
- Design and deliver tailored capacity building programmes for external partners. This may include developing and facilitating training programmes for different types of actors, with diverse pre-existing capabilities, accompaniment support, capturing and sharing of lessons, recommendations on policy and process changes (to support integration of conflict sensitivity), development of principle, tools or guidelines and mentoring support.

### **2. Design and conduct field research and develop policy recommendations**

- Design, manage and conduct research activities that advance Saferworld's and CAU's partners' understanding of key conflict-related challenges and responses. This is likely to include (but not be limited to) conducting or supporting others to conduct conflict analysis at different levels (local, national, regional), tailored to specific needs of different audiences
- Write high quality research reports, briefings, policy papers and training materials aimed at donor governments, INGOs and international institutions.
- Promote Saferworld's priority issues through liaison with relevant officials in government, international institutions, parliaments and NGOs, and represent Saferworld and partners in national and international events (in partnership with the Advocacy Team).
- Deliver presentations and facilitate training sessions on the above issues, as appropriate.

### **3. Contribute to strategic planning and development of new and innovative policy agendas**

- Contribute to the implementation of Saferworld's Strategic Plan 2017 – 2021 and in particular to support the implementation of the Conflict Sensitivity Strategy, in close partnership with other parts of PAC and with the regional programmes
- Contribute to, and support the development and implementation of other PAC-led strategies and projects as appropriate
- Identify and build synergies between policy plans/strategies and the plans and strategies of regional/ country programmes
- Contribute to the design, monitoring and evaluation of Saferworld's policy, advocacy and communications work and the feeding of relevant lessons into ongoing strategy development and programme design

### **4. Develop and maintain strategic partnerships and coalitions**

- Initiate, develop and maintain positive working relations with strategic partners in the policy community, including humanitarian and development agencies, multilateral organisations, government departments, think-tanks, universities and private/ corporate actors.
- Regularly assess the rationale and cost-benefit of these partnerships to ensure they continue to advance Saferworld's strategic objectives, and in an effective manner
- Ensure that how we engage with partners is consistent with Saferworld's principles and values

### **5. Contribute to organisational learning, monitoring and evaluation**

- Work with other members of the CAU, PAC, regional advisers and the Organisational Development Unit to further strengthen processes for cross-organisational learning on key policy processes and thematic issues
- Participate actively in, and strengthen, internal M&E systems, including regular outcome harvesting

### **6. Fundraising proposal development and donor relations**

- In coordination with the Funding Team, actively explore new funding opportunities for Saferworld's work
- Play a lead role in drafting concept notes, funding proposal and budgets; and similarly in reports to donors
- Ensure accurate reporting and monitoring of project funds
  - Manage consultancies for relevant policy/technical work commissioned by PAC and deliver high quality advisory support to external partners/clients.

## **Key working relationships**

- **Colleagues in Policy, Advocacy and Communications division** – working collaboratively, sharing information, providing advice and guidance in relation to own specialist thematic knowledge

- **External stakeholders** – providing advisory support to partner organisations, donors, international institutions, government and the corporate sector. Developing relationships. Offering tailored strategic advice aimed at maximising the potential positive impacts of interventions on peace.
- **Colleagues in country programmes** – providing advice and support on thematic issues with a focus on conflict sensitivity; facilitating lesson-sharing processes
- **Colleagues in fundraising, finance and operations** – providing technical support for fundraising proposals, reviewing donor strategies and operational guidelines from a conflict sensitivity perspective. working collaboratively on operational issues.

#### Scope and accountability

<b>Decision making and limits of authority</b>	The post-holder is expected to show considerable leadership within the organisation and will be asked to make a significant contribution to the achievement of our strategic objectives and cross-cutting priorities. Advisers are also expected to contribute to priority thematic areas, including: strengthening people's access to security and justice, challenging gender norms that cause and perpetuate violent conflict, and promoting inclusive peace processes and political transitions that address the drivers of violent conflict.
<b>Financial resources</b>	N/A
<b>Other resources</b>	Responsible for cross-regional and organisational information-sharing and lesson learning resources
<b>People management</b>	N/A
<b>Legal, regulatory and compliance responsibility</b>	N/A

#### Person specification:

##### Knowledge, qualifications and experience

- Ideally a post-graduate degree in international relations, conflict/peace studies or a similar discipline, or equivalent professional experience
- Strong knowledge of conflict sensitivity methodologies, approaches and best practices, including conflict analysis and M&E processes
- Knowledge of research methodologies
- Demonstrable experience, knowledge and understanding of international development, peacebuilding and conflict prevention, with particular expertise in supporting the integration of conflict sensitive approaches into development, humanitarian, peacebuilding or commercial programmes, initiatives or institutions.
- Experience of working in at least two of the following regional contexts: Horn/East Africa, South and South-east Asia, the Caucasus and Central Asia, and/or the Middle East/North Africa
- Experience in designing and implementing capacity building programmes, including workshop design, facilitation, training and accompaniment processes
- Experience of working with national governments, international organisations, large multi-mandate development NGOs, the corporate sector, and civil society actors – particularly in conflict-affected and fragile contexts
- Particular skills and experience working *either* with humanitarian actors, including supporting the integration of conflict sensitive approaches into humanitarian action and engagement in humanitarian reform processes, *or* experience supporting local-level governance reform processes in conflict affected contexts
- Solid understanding of key concepts and principles behind gender sensitivity, and experience of integrating gender-sensitive approaches into humanitarian, development and security interventions in a range of contexts.
- Experience in providing professional advice, including on a consultancy basis, to the private sector, multilateral bodies and/or governments would be an advantage
- Proven experience in designing robust and rigorous research methodologies and conducting high quality social research on the above issues.

**Skills and abilities**

- Rigorous analytical and research skills
- Demonstrable ability to write research reports, policy papers, briefings and articles tailored to different audiences.
- Excellent written and oral communication skills, including strong expertise in facilitation and accompaniment. Fluency in written and spoken English and preferably one other language, especially French or Arabic
- Proven ability to work alongside, and to learn from, a wide range of people and organisations, including Southern partners (governments and civil society organisations)
- Creativity, flexibility, self-motivation and the ability to prioritise workloads to meet deadlines
- Commitment to improving international engagement in conflict-affected contexts and experience-based ideas as to how this can be achieved.
- Demonstrated skills in project development and management, preferably including activity design, proposal writing and team management for successful delivery of advisory services

**Personal qualities**

- 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**

- Willingness to travel overseas (for up to approximately three months in the year, typically not for more than 1-2 weeks per trip) (essential)

**Application process**

**To apply:** Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to Marie Aziz at [jobs@saferworld.org.uk](mailto:jobs@saferworld.org.uk) (Ref: C&S19)

**Deadline for applications: 30 August 2019**