

JOB DESCRIPTION

Job Title:	Head of Policy
Location:	London, UK
Reporting to:	Director of Policy and Communications
Management responsibility:	Senior Policy Advisers, Policy Advisers
Type of position:	National
Grade and Salary:	Strategic head (H) £52,404 - £62,573 gross per annum
Contract terms and hours:	Open contract, the standard working week is 37.5 hours
<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 across Africa, Asia and the Middle East and with offices in Beijing, Brussels, London, Vienna and Washington DC.</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>Working with a central policy team and colleagues across Saferworld in country programmes, policy centres and advocacy capitals, the Head of Policy leads our efforts to influence international engagement in conflict contexts and the policy debates that shape this engagement.</p> <p>You will play an important role in influencing international policies and approaches in line with the priorities set out in Saferworld's Organisational Strategic Plan, including:</p> <ul style="list-style-type: none"> - working for conflict transformation and political transitions rooted in equality and justice, and built on inclusive institutions and processes - driving momentum to put people at the heart of 'security' everywhere and pushing back against militarised responses to crises and threats - challenging and transforming the gender norms that drive violent conflict and gender-based violence, and supporting the leadership of women and girls in peacebuilding - contributing to redesigning the way international institutions and systems engage in conflict-affected places and working with peacebuilders and decision-makers to create humanitarian, peace and development systems that prevent and transform violent conflict - providing conflict and peacebuilding expertise to support urgent solutions to the combined threats of the climate crisis, conflict and environmental degradation <p>As a senior manager and leader in the organisation, the Head of Policy will play a role in shaping the strategy, overseeing the smooth running of the organisation and maintaining the organisation's approach to monitoring, evaluating, learning and adaptation regarding its policy work.</p>	

Job purpose:

- Oversee the development and implementation of Saferworld's international policy strategies to achieve maximum impact on conflict-related policy debates in line with the strategic objectives set out in the Organisational Strategic Plan, with a particular focus on redesigning the way international institutions and systems engage in conflict-affected places and supporting urgent solutions to the combined threats of the climate crisis, conflict and environmental degradation
- Manage and develop Saferworld's global policy platform, including supporting the development of our offices and profile in the EU and US, as well as managing UK based policy staff
- Maintain strategic relationships and partnerships, including by representing the organisation with policy communities, advocacy targets and donors at senior level
- Support Saferworld and its regional programmes to develop and deliver strategies, programming and advocacy in line with Saferworld values
- Raise resources for Saferworld's policy, advocacy and other programming

Roles and responsibilities:**Cross-organisational management, strategy and programme development**

- Actively participate in Saferworld's leadership team and contribute to preparing and implementing Saferworld's organisational strategic plan, annual business plan and other organisational decisions, and facilitate contributions of other staff within these processes
- Identify new and emerging issues of relevance to Saferworld and work with colleagues to develop appropriate strategies to take them forward, including inputting a policy perspective into the development of Saferworld's research and advocacy agenda
- Assist in ensuring strategic and policy questions are effectively explored by Saferworld's board members and Policy Advisory Group upon request
- Ensure Saferworld's geographic and thematic priorities are well integrated into Saferworld's policy and advocacy strategies and workplans targeting decision-makers and opinion-shapers in international and regional institutions, multilateral organisations, key national governments and civil society
- Support the development of Saferworld's organisational positions on specific thematic issues and priorities in close coordination with Saferworld's thematic and geographic teams around the world, and support and monitor their integration with country and thematic strategies with a particular focus on redesigning the way international institutions and systems engage in conflict-affected places and supporting urgent solutions to the combined threats of the climate crisis, conflict and environmental degradation
- Promote internal lesson learning within and across programmes, and ensure that lessons learned from Saferworld's geographic work inform the development of Saferworld's policy, advocacy and research agenda
- Contribute expert policy advice and analytical rigour to the design, implementation and review of thematic and geographic projects

Development and implementation of policy strategies

- Lead, coordinate and/or support as appropriate the development and implementation of Saferworld's policy priorities by ensuring high quality and impact of relevant research, analysis, publications, advocacy and communications, and effective partnership with other Saferworld teams, partners and relevant external alliances and networks
- Ensure consistency and quality across Saferworld's organisational policy portfolio, including supporting our affiliate offices in the USA and EU to consolidate and further develop policy positions and priorities.
- Ensure Saferworld and its partners have a voice in influential international policy debates on peace and conflict issues, pro-actively encouraging the direct participation of staff and partners from conflict-affected contexts
- Identify and facilitate opportunities for policy dialogue and problem-solving on priority Saferworld issues amongst a range of decision-makers and opinion-shapers within international and regional institutions, multilateral organisations, key national governments and civil society
- Provide quality control and editorial input into thematic publications, policy briefings and other materials as appropriate, and ensure effective support for research uptake activities
- Ensure effective monitoring, evaluation, adaptation and learning by the policy team in line with Saferworld's 'outcome harvesting' approach, and support that of other teams where appropriate.

Managing Saferworld's global policy team

- Ensure effective recruitment and performance management of senior members of the policy team and work to ensure retention and progression of high-performing team members

- Help to adapt the structure and capacity of the policy team and other PAC teams and support the development and recruitment of new posts as required as part of an ongoing organisational review into structures and ways of working
- Promote the Code of Conduct values and safeguarding practice and procedures amongst teams and direct line reports; be a role model for upholding high standards so as to be accountable for creating a safe environment for staff

Maintaining strategic partnerships and representation

- Undertake high-level representation for Saferworld at conferences, seminars and other events and act as a Saferworld spokesperson on relevant issues as appropriate to maximise our influence and organisational profile
- Manage and contribute to the development of Saferworld's relationships, partnerships, networks and alliances with other organisations, agencies and institutions in relevant fields

Fundraising and financial management

- Develop and implement a funding strategy for Saferworld's policy work and support fundraising by other Saferworld teams, including
 - working with the Programme Development Manager(s) to identify and engage potential funding opportunities
 - developing and submitting concept notes and proposals
 - building partnerships in support of relevant joint funding applications
 - ensuring regular engagement with representatives from the international donor and philanthropic community and the maintenance of strong funding relationships.
- Lead the development and management of the policy team's annual budget and contribute to the development and oversight of the organisational budget
- Ensure policy team staff understand and apply financial management and control policies, including working within approved budgets to deliver on agreed priorities and submitting timesheets as required
- Review relevant management accounts with the Director of Policy and Communications, funding and finance teams
- Oversee the timely completion of the programme's reporting requirements

Key working relationships

- **Executive Management Team** – supporting the Executive Management Team on strategic issues and decisions, partnerships, messaging and external representation. Implementing EMT decisions as they relate to the policy team
- **Director of Policy and Communications** – directly reporting to the Director of P&C, seeking guidance on strategic directions and management issues, advising on approach to strategic issues and decisions, partnerships, messaging and external representation
- **Leadership Team** – active member reporting on policy strategies and progress and providing oversight and strategic advice on other issues, and helping in the roll out of organisational development plans and processes including the ongoing organisational review
- **Saferworld affiliates** – regular engagement with the Saferworld US and Saferworld EU offices to maximise consistency and complementarity across our policy and advocacy portfolios
- **Programme Support and Learning Team** – regular engagement with the Head(s) of Programme Support and Learning to maximise consistency and complementarity between policy and programming priorities
- **Communications team** – collaborative development of relevant communications plans and close coordination on planning relevant policy and advocacy activities
- **Conflict Advisory Unit** – support the development of CAU business and suggest relevant resource persons and approaches in relation to specific assignments and roles. Provide thematic expertise and quality assurance on relevant issues as required
- **Research / Knowledge and Learning Hub** – feed into the development of Saferworld's research agenda and design of relevant programmes to maximise policy relevance and support research uptake
- **Gender and other thematic advisers** – encourage the integration of gender and security and justice related dimensions into relevant policy strategies and activities
- **Regional teams** – ensure close collaboration between regional teams and the policy team on shared priorities, including via the focal points system, inputs into relevant country strategy and planning processes and regular calls in relation to priority countries/issues
- **International and national civil society organisations and networks working on relevant issues** – support effective collaboration with partners and networks that share our values and goals by building trust and mutually supportive relations and encouraging the adoption of strategic approaches
- **Governments and multilateral institutions** – maintain friendly relations with allies to encourage them to adopt Saferworld recommendations, and ensure Saferworld appears credible, informed and influential even among less sympathetic interlocutors.

Scope and accountability	
Decision making and limits of authority	<ul style="list-style-type: none"> The post-holder is expected to demonstrate strategic leadership, high level analysis and insight, creative thinking and problem-solving capacities in order to contribute to the achievement of Saferworld's strategic objectives and cross-cutting priorities. The post-holder is a senior member of the Policy, and Communications Division with responsibility for developing policy positions, strategies and approaches across the range of organisational strategic objectives in close collaboration with the programmes department, and inputting into or leading specific fundraising proposals
Financial resources	<ul style="list-style-type: none"> Budget and financial management responsibility over the policy team budget (approx. £500K), and oversight of staffing recharges against projects
People management	<ul style="list-style-type: none"> Expected to set the framework for leadership and team identity, in accordance with Saferworld management standards and values. Expected to manage up to four advisers Technical supervision / oversight for relevant consultancies and dotted line management and/or shared task management for relevant staff in affiliate offices/country programmes
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> Lead on internal and donor compliance on relevant policy projects/programmes Ensure policy team compliance with requirements in relation to proscribed groups and individuals Ensure compliance with Saferworld's Code of Conduct and safeguarding policy
Person specification	
Knowledge, qualifications and experience <ul style="list-style-type: none"> Experienced manager with significant demonstrable experience at senior level in conflict prevention; peacebuilding; human rights; gender, peace and security; climate change or a related field An excellent understanding of the discourse on conflict prevention, climate change, the international policy environment in which these and related issues are addressed and the range of actors involved Proven understanding of innovative partnership approaches in the aid sector, reflecting the principles of power sharing and linked to the 'shifting power' agenda and localisation Strong understanding of the advocacy environment in the US, UK, UN, EU, AU and/or countries in which Saferworld operates, and experience in developing relevant research, policy, advocacy and network development strategies Proven experience of building and maintaining relationships at a senior level to influence change. Experience of donor liaison and fundraising (including reporting to donors, budget development and financial management) Experience of recruiting and managing high-performing and diverse teams including matrix management 	
Skills and abilities <ul style="list-style-type: none"> Proven ability to motivate, engage and persuade different audiences Proven experience of working in partnership with NGOs and other civil society organisations and networks Experience of relating to government officials at a senior level Proven ability to undertake and lead on strategic planning, programme development and evaluation and organisational learning Demonstrable organisational and project management skills and an ability to prioritise support to multiple projects. High level communication skills, including experience of communicating effectively across cultures and with diverse audiences, both verbally and in writing Demonstrable ability to think creatively and practically in support of initiatives to achieve positive change Ability to work in a non-partisan and impartial manner, particularly in high-stress and highly politicised environments, appreciating gender, cultural and ethnic diversity Excellent written and spoken English. Other languages could be an asset, in particular Arabic, Kiswahili, Chinese, French, German, or Russian. 	

Personal qualities

- Able to manage multiple and complex priorities at once and prioritise work to deliver on objectives effectively.
- Leadership ability and skills in delegation, coaching and providing critical challenge.
- Passion for tackling abuse and injustice and promoting peace
- Commitment to amplifying the voice and concerns of conflict affected people in decision-making processes
- 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 the vision, mission and values of Saferworld

Other requirements

- Willingness to undertake extensive travel (up to 3 months each year non-consecutive)

Application process

To apply: Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to jobs@saferworld.org.uk (Ref: HOP22)

Deadline for applications: 11 September 2022

We only accept completed application forms so please do not send your CV