

JOB DESCRIPTION

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| Job Title: | Civil Society Partnerships and Learning Adviser (maternity cover) |
| Location: | London |
| Reporting to: | Head of Programme Support and Learning team |
| Salary range: | £39,353 - £46,990 |
| Contract terms and hours: | Maternity Cover - Fixed term contract (12 months) 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 in 12 countries across Africa, Asia and the Middle East.</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>The Programme Support and Learning team works to support teams and partners in designing holistic programmes that use our organisational theory of change as the starting point to create greater systemic change in the context where they are working. All programmes use systemic conflict analysis, context analysis, power/actor mapping, outcome mapping, and appropriate monitoring and evaluation of behaviour and relationship-change to create strategies to guide their design, implementation. The team also connects programmatic issues and global policy and advocacy to ensure they are complementary and conducive to external change based on evidence from the ground.</p> <p>The team does this by providing support in approaches and areas of technical expertise including:</p> <ul style="list-style-type: none"> • Providing ongoing accompaniment and support to Saferworld teams and partners across our country and regional-based programmes: in the quality design and execution of their strategies and implementation plans, in their endeavours to achieve effective and lasting change, and in our capacity to learn and adapt from evidential experience. • Identifying new approaches and methods of working which enable Saferworld to deliver programme support and learning in innovative and effective ways. • Providing support to the organisation on our institutional approach to programme strategy and design, learning from programme results (MEL), with a particular focus on cross-organisational learning; • Coordinating the revision of our programme partnership approach and related materials, ensuring our partners have greater influence in decision-making; • Ensuring our programmes are growing from gender sensitive to gender transformative, and supporting country programmes in strengthening initiatives, tools and ways in which peacebuilding programmes can contribute towards gender equality and women's empowerment; and | |

- Contributing to the development and delivery of Saferworld's advocacy strategies at international, regional and national levels across geographic programmes.

Job purpose

The Civil Society Partnerships and Learning Adviser will work with country teams and partners in designing and supporting the implementation of peace, security and justice programmes, and in strengthening teams' capacity to work in partnership in ways that reflect the principles of power-sharing and accompaniment.

The post-holder will be committed to inclusive ways of working, with a strong understanding of working in multi-cultural settings and accompanying people and processes, including civil society partner organisations. They will also have and the experience and skills to pull together strategies and lead on/support programme designs that can then be used as the basis for fundraising and effective programming. The Adviser will offer technical support and guidance on their area of expertise, including but not limited to programme strategy, design, and specific programme methodologies, s/he will use a partnership, accompaniment and capacity-strengthening approach to promote greater ownership and professional development of regional programmes and partners.

Roles and responsibilities

Programme development, adaptation and implementation

Support and work with programme teams to develop, plan and organise programme strategies that link to our organisational theory of change and enable Saferworld to realise our strategic plan - particularly on greater systemic change. This post will act as focal point to teams in the Central Aisa region.

- Support annual planning processes that enable teams to adopt a 'whole programme' approach
- Work with regional heads and country representatives to craft effective strategies, and theories of change, based on Saferworld's programming, monitoring, evaluation and learning (PMEL) guide. This includes developing agendas and materials for workshops, and in some cases, facilitate these
- Provide technical support and accompaniment to programmes and teams in thematic areas including security and justice, gender, partnerships, advocacy and MEL, including guidance on applying and strengthening organisational approaches
- Support and liaise with different teams to ensure country programmes have the necessary operational support to deliver on their strategic objectives and contribute to organisational ones.

Monitoring, evaluation and learning

Work with teams to create MEL frameworks for their programmes, combining projects together into a 'whole programme', moving beyond 'log-frame' thinking to frameworks that reflect an overall vision, are adaptable, and involve partners and communities in setting criteria for success and monitoring results.

- Work closely with regional heads, country representatives and partners to use their programme vision and design to create clearly understood outcome areas, with appropriate ways of monitoring and measuring change. This includes being part of biannual outcome harvesting processes.
- Support teams to develop three year strategies that are coherent with our organisational strategic plan, and our learning objectives
- Support teams and partners in the use of Saferworld reporting processes

Technical support to regional & country programmes as well as HQ teams on partnership approaches

Take a leadership role in supporting the organisation, country teams and relevant teams in HQ to develop and implement a strong partnerships approach, linking these to our country strategies and organisational theory of change, including:

- Develop programmatic partnership approaches, tools and training materials, including updating guidance and templates in the 'Partnership in Practice' Guide, including Partner

MOUs, budgeting processes and templates, Organisational Capacity Assessments, mutual accountability processes, amongst others.

- Provide sustained accompaniment to teams and other advisors in the PS&L team and PAC teams on implementing and strengthening partnership approaches, including on:
 - Partner MOUs & Strategic Partnership Agreements
 - Participatory budgeting and programme design with partners
 - Scoping processes to identify new partners
 - Small Granting
 - Mutual accountability and transparency
- Work with regional heads, country representatives and other relevant colleagues to develop agendas and materials for workshops and trainings for staff on working with partners, co-designing and implementing programmes according to our partnership approach.
- With the Head of Programme Support and Learning, work with teams and partners to develop a model for a Partners Forum, and routes for partners to have greater input and influence into Saferworld's country and organisational strategies.
- Ensure a strong gender analysis is included in partnership approaches' work and explore better ways of working on feminist partnerships and partnerships with women's organisations in fragile and conflict affected settings.
- Research, write and develop briefings and other related communications on partnership approaches as required. Within this function, explore how lessons from research could be integrated into programmes, and with country teams and partners develop and pilot new approaches informed by research. Where relevant support research processes and / or conduct research in relation to partnership approaches.
- Work with country teams and partners to understand and identify challenges and opportunities from working in partnership and develop creative ways of collaborating and supporting cross-learning to strengthening Saferworld's partnership approach (including ways to better support groups with different structures, such as networks or movements).
- Maintain information resources relevant to partnership approaches, including:
 - administering 'Partnership in Practice' online internal programming reference material;
 - maintaining library of internal and external reference materials relevant to the topic of working in partnership and 'shifting the power'.

Cross-organisational and regional representation and strategy development

- Represent Saferworld at conferences, seminars and other events in relation to partnership approaches
- Ensure cross-organisational collaborative working and knowledge of Saferworld's approach to working in partnership and support the development of an organisational strategy.
- Engage with wider NGO and policy community in relation to partnership approaches for peacebuilding programming.

Key working relationships

- **Colleagues in the programme support and learning team** – working together on strategies, programme design, programming support and MEL, and other areas or organisational and programme development as they arise.
- **Country representatives, Heads of Region and the Director of international programmes** – working closely to agree on and set support priorities and, as part of our commitment to quality assurance and more equitable partnerships, developing more effective task-team working across all technical support areas.
- **Head of Strategic Planning and Organisational development** – working collaboratively on cross cutting themes and strategies; and feeding in learning from country programmes into relevant organisational development processes.

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| <ul style="list-style-type: none"> • Colleagues in Policy, Advocacy and Communications division – work collaboratively on advocacy towards national, regional and international decision-making processes; and sharing information, providing advice and guidance in relation to own specialist thematic knowledge. • Colleagues in fundraising, finance and operations – providing technical support for fundraising proposals, working collaboratively on financial and operational issues. | |
| Scope and accountability | |
| Decision making and limits of authority | The post-holder is expected to show considerable leadership within the organisation and will be asked to have a high level of analytical thinking, creative thinking and problem-solving capacities. This includes developing systems and methodologies to meet new needs; identifying and applying appropriate methods of investigation and analysis; collecting and analysing a range of information from different sources; and developing new ideas and approaches to practice and policy. |
| Financial resources | Some budget and financial management support, and/or oversight particularly during periods of 'surge support' to country teams |
| Other resources | Responsible for cross-regional and organisational information-sharing and lesson learning resources, training materials and programming guidelines. |
| People management | Technical supervision' and 'supervision and oversight' responsibilities may be assigned to this post-holder, including but not limited to consultancies and dotted line management of staff. Within the team, line management of programme officers or interns may be a possibility |
| Legal, regulatory and compliance responsibility | Supporting internal and donor compliance as part of programme support to country programmes |
| Person specification | |
| Knowledge, qualifications and experience | |
| <ul style="list-style-type: none"> • Proven experience and demonstrable knowledge and understanding of innovative partnership approaches in the aid sector, preferably in peacebuilding programmes. • Proven experience of designing, developing and implementing programmes – preferably in conflict-affected contexts. • Demonstrable experience of theory of change and participatory approaches to monitoring, evaluation and learning. • Demonstrable experience of working with partners in ways that reflect the principles of power-sharing and accompaniment. • Proven experience of building and managing relationships, including remotely, with country offices and/or local organisations • Demonstrable experience of developing agendas and content for strategic planning workshops, and facilitation of same. • Geographic knowledge of at least one programme area where Saferworld works (knowledge and/or experience working in Central Asia would be an asset) • Experience in mainstreaming gender and gender sensitivity in programmes, research and analysis • Experience in supporting MEL activities. | |
| Skills and abilities | |
| <ul style="list-style-type: none"> • Excellent written and spoken English. Knowledge of a second language desirable. • Excellent communication skills, with clear strategies for working remotely with colleagues and partners • Ability to develop strategies, and translate strategy into practice • Ability to manage staff, empower and motivate a team, and develop collaborative cross-organisational teams and external coalitions in a way that reflects the principles of power-sharing and accompaniment • Excellent participatory workshop facilitation skills | |

Personal qualities

- Self-motivated and persistent in the face of complex challenges
- Able to manage multiple and complex priorities at once and prioritise work to deliver on objectives effectively and with a considerable degree of independence
- Self-starter who can relate to teams, identify what's needed and take initiative on tasks relating to the post/expertise
- Personable, empathetic and able to develop excellent working relationships and collaborate with staff around the world
- 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:

- Team members are expected to be able to travel up to 3 months in the year (non-consecutive).

Application process

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

Deadline for applications: 23 October 2022

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