



JOB DESCRIPTION

Job Title: Head of Policy and Research

Job Purpose: The Head of Policy and Research is a member of Peace Direct's Senior Management Team, reporting to the Chief Executive and directly responsible for a portfolio of research and policy initiatives involving Peace Direct's partners and other stakeholders that aim to strengthen the evidence base and argument for locally led peacebuilding and development.

Responsible to: Chief Executive

Responsible for: Senior Research Officers (x2)
Peace Technology Programme Officer
Research and Engagement Officer
Interns (as necessary)

Main Responsibilities:

- i) Develop and lead Peace Direct's global research and advocacy strategy
- ii) Manage a range of research, advocacy, mapping and public awareness/campaigning initiatives in line with Peace Direct's strategy.
- iii) Effective management of a busy and growing team

Key Tasks

Develop and lead Peace Direct's global research and advocacy strategy

- Review and redraft Peace Direct's existing global advocacy strategy, in consultation with Peace Direct's partners, staff and Board.

- Support Peace Direct's Senior US Representative (based in Washington, DC) and EU Representative (to be based in Brussels) to develop clear advocacy goals and workplans for US and EU stakeholders, respectively.
- Convene and co-ordinate Peace Direct's Advocacy working group.
- Collaborate closely with Peace Direct's peers, both in the peacebuilding sector and in the international development sector more widely, to ensure that Peace Direct's key messages are amplified.

Manage a range of research, advocacy, mapping and public awareness/campaigning initiatives in line with Peace Direct's strategy:

- Guided by Peace Direct's strategy, develop new initiatives that utilise Peace Direct's existing access to local peacebuilders worldwide to promote their knowledge, expertise and views to key stakeholders.
- Ensure that existing research and advocacy projects are delivered to the highest standard, including directly managing specific 'high value' or strategically important projects.
- Identify and engage with research institutes, universities and think tanks in order to develop joint work that is in line with Peace Direct's core values and approach.
- Explore options for Peace Direct to engage in more public campaigning work.

Effective management of the Policy and Research team

- Provide leadership and mentorship to all members of the Policy and Research team to help them achieve their potential.
- Ensure that there is effective communication and collaboration between Peace Direct UK staff and their counterparts in the US and EU, as well as with Peace Direct's peers.

External relations:

- Represent Peace Direct at relevant meetings and conferences, under the Direction of the CEO.
- Act as the focal point for Peace Direct for specific networks and initiatives, including Peace Direct's membership of the European Peacebuilding Liaison Office, Rethinking Security, the #EndViolenceNow coalition and any other new relevant coalitions.

Internal Relations:

- Work very closely with International Programmes staff and Senior Management Team to help deliver PDs strategy
- Ensure that there the Policy and Research team are fully integrated into all other aspects of Peace Direct's work
- Perform any other tasks as directed by the CEO

Communications:

- Support the communications needs of Peace Direct by contributing to the collection of good quality case studies and photos, particularly during in-country visits.
- Contribute to PD's publications, publicity events and other events, where appropriate

Travel:

- Conduct regular overseas visits on PD's business, sometimes to rural / difficult locations.

- Occasional travel in the UK to represent PD externally

Environment:

- Out of hours work and occasional overseas travel, sometimes at short notice to difficult locations.
- The position is based at PD office in London.

Discretion to Act:

Working within the framework of the strategic plan, the post holder will take responsibility for his/her own work and for reaching targets set for him/her.

Person Specification**Essential**

- Postgraduate degree in a related subject
- At least 5 years' experience of developing and implementing advocacy strategies
- Strong research skills
- At least 3 years' experience of managing a team
- Exceptional interpersonal communication skills
- Strong leadership skills
- Demonstrable experience of engaging with high level policymakers

Desirable

- Solid understanding of peacebuilding theory and practice
- Fluency in a second language (French or Arabic)