

JOB DESCRIPTION

Job Title:	Programme Manager, GAPS
Location:	London, UK
Reporting to:	Director, GAPS
Management responsibility (if applicable)	Yes – TBC
Type of position:	National – National T&Cs will be offered and the right to work in that specific country will be required.
Grade:	Grade F
Contract terms and hours:	One-year contract with six-month review point. Renewal subject to funding. Standard working week is 37.5 hours.
Background:	<p>Gender Action for Peace and Security (GAPS) is the UK's Women, Peace and Security civil society network. GAPS was founded to progress the United Nations Security Council Resolution 1325 on Women, Peace and Security and to hold the UK government accountable for its international commitments to women and girls affected by conflict. GAPS is hosted by Saferworld, an independent, not-for-profit international organisation working to prevent violent conflict and build safer lives in countries and territories across Africa, Asia and the Middle East.</p> <p>The <i>Strengthening Global WPS Practice</i> project, supported by the U.S. Department of State Office of Global Women's Issues (S/GWI) aims to advance the Women, Peace, and Security (WPS) agenda on global, regional, and local scales. This project will strengthen WPS Centres of Excellence in key regions, build networks among Civil Society, including Women's Rights Organisations (WROs) and Women-Led Organisations (WLOs), and foster sustainable practices that elevate inclusiveness in peace and security.</p> <p>GAPS is currently hosted by Saferworld, an international not-for-profit peacebuilding and conflict prevention organisation.</p> <p><i>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.</i></p>
Job purpose:	<p>The Programme Manager will manage the implementation and day-to-day activities of the <i>Strengthening Global WPS Practice</i> project. They will work closely with the GAPS Director, who will provide the strategic leadership and oversight for the project, and the GAPS Coordinator, who will coordinate activities and work with key project personnel. The Programme Manager will lead on operational and financial management, stakeholder engagement, compliance, and reporting for the project. This role also includes responsibility for managing the sub-granting aspect, ensuring effective partnerships with WROs and WLOs.</p> <p>The ideal candidate will have strong knowledge and understanding as well as experience in the Women, Peace and Security agenda. They will also have experience supporting and working with civil society organisations, familiarity with National Action Plans, and skills in managing budgets and compliance within donor frameworks.</p> <p>They will also represent GAPS in interactions with relevant authorities, donors, and other stakeholders. The post-holder will engage in cross-organisational information sharing and lesson learning on key policy and strategy issues and contribute to building synergies between different programmes.</p> <p>GAPS works in complex fragile and conflict-affected contexts. As such, the Programme Manager is expected to appropriately lead on programme development and implementation, ensuring effective risk management approaches are properly applied. Finally, the post-holder will contribute to organisation-wide strategic planning,</p>

processes and discussions to advance GAPS's thematic and operational priorities, methodological approaches and organisational development.

Roles and responsibilities:

Programme Implementation and Management

- Manage the day-to-day implementation of the 'Strengthening Global WPS Practice' project in line with the programme's objectives and donor requirements, under the strategic direction of the GAPS Director.
- Support GAPS partnerships and work with the GAPS Director to strengthen partnerships with WPS Centres of Excellence and partner organisations, ensuring project activities align with regional and global WPS priorities.
- Identify and develop key relationships with strategic partners and government institutions to achieve the programme vision, including donors, governments officials, and WPS networks, ensuring and effective coordination.
- Coordinate with the GAPS Coordinator to facilitate engagement with stakeholders, including WROs, WLOs, government agencies, and civil society partners to support project goals.
- Facilitate a coherent programme vision that connects projects and people together with country, regional and organisational strategies.
- Model leadership processes in line with GAPS values, principles and behaviours.
- Represent GAPS in high-level meetings, as agreed with the Director, to share relevant achievements and outcomes from the programme (including policy and advocacy briefings).
- Deepen GAPS analysis and understanding of the country contexts; periodically review the strategy and work plan with the Director; and, as appropriate, adapt it in response to changing circumstances
- Ensure the production and timely delivery of narrative and financial reports for donors and for GAPS internal processes, in coordination with the Director, Finance Manager and Grant Manager.

Advocacy

- Contribute to the advocacy efforts associated with this project and support the overall GAPS advocacy strategy.
- Prepare briefings for meetings with government ministers, officials, parliamentarians, and stakeholders as is needed.
- Build and maintain relationships with the broader GAPS network, including non-members, and strengthen partnerships with multi-stakeholders, such as INGOs, multilateral organisations, governments, and civil society.

Team and People Management

- Work with the GAPS Director, and other key personnel to support team activities and ensure effective communication and collaboration on project deliverables.
- Line manage staff, as applicable.

Financial and Operations

- Ensure that GAPS demonstrate good stewardship and compliance with local legislation (including remaining aware of changing compliance regulations internationally and within the contexts we are working in), the host's finance policies and procedures, and donor procurement regulations.
- Plan, manage, and review the project budgets with the GAPS Director and the host's Finance Business Partner, using it as a tool for decision-making, monitoring staffing, programme gaps, operational gaps, fundraising priorities, and cost recovery
- Ensure budgets and financial management accounts are in-line with the host's and GAPS organisational processes
- Ensure all project audits are undertaken as appropriate, in accordance with host's financial guidelines and donor requirements and in co-operation with the relevant finance and programme teams
- Oversee the sub-granting process, disbursing funds directly to WROs and WLOs to support self-identified priorities in WPS and gender equality. Manage up to 15 small grants (5 per region), valued up to \$20,000 each.
- Ensure a sub-granting mechanism that reduces reporting burdens and emphasises regular, supportive check-ins with grantees (conducted by the Programme Manager, with support from the GAPS Coordinator).

- Utilise the host's Organisational Capacity Assessment (OCA) tool for assessing grantee capacity and creating mutual learning opportunities. Conduct assessments to document grant impacts and best practices with relevant personnel of the project.
- Ensure grants and contracts are effectively managed according to the host's standards and funding protocols, as well as donor requirements, in coordination with the Finance and Grants Managers.

Fundraising and Donor Relations

- With the GAPS Director, support the team in the design of new initiatives, be proactive in developing/encouraging creative ideas and approaches, including connecting existing programming with new opportunities.
- Cultivate and maintain good relations with partners, relevant government institutions and donors

Safety, Security, and Risk Management

- Ensure the safety and security plans for the region are regularly reviewed and updated, and all staff comply with the policies and procedures contained therein, working closely with the host's Global Security Manager.
- Maintain a programme risk analysis and review and update it regularly, ensuring risks are mitigated and managed.
- Ensure safety and security plans are owned by the team, regularly reviewed, and updated.
- Ensure the systematic operationalisation of Saferworld's safeguarding policies and procedures.

Key working relationships

GAPS Network Members – Maintain and develop good relations with network members.

S/GWI Programme Stakeholders – Maintain and develop good relations with SGWI, Centres of Excellence hosts, civil society partners, international institutions and multilaterals.

External stakeholders – Maintain and develop good relations with partner organisations, donors, international institutions, governments, formal and informal authorities, and non-state actors

Scope and accountability

Decision making and limits of authority	<ul style="list-style-type: none"> • Decisions relating to the management of the S/GWI project • Decisions relating to design and delivery project activities <p>Decisions relating to income expenditure of the S/GWI activity budget, up to Programme (Project?) Manager authority limit</p>
Financial resources	Budget-holder for S/GWI activities
Other resources	<ul style="list-style-type: none"> • Contribute to report writing, and quality and accurate information-sharing • Responsible for and in custody of Saferworld/GAPS equipment, such as a Laptop
People management	Potential for line management responsibility of the PAC officer.
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • Comply with Saferworld's policies and procedures, including Finance, HR and safeguarding policies • If and when authorised in the absence of the GAPS Director, act as the senior manager/officer-in-charge with corporate responsibility and accountability • Ensure all of GAPS' S/GWI project activities are compliant with donor requirements and regulations

Person specification

Knowledge, qualifications and experience

- Education in gender, conflict or women, peace and security studies, peacebuilding, or similar; or equivalent experience on the issues.
- Strong knowledge of Women, Peace, and Security frameworks, including National Action Plans, and experience supporting civil society partnerships.
- Experience at management level, with proven experience managing programmes.
- Experience in strategic planning and programme development, including project design, proposal development/writing and team management
- Experience of financial and grant management, including overseeing financial procedures, budget monitoring, and donor reporting.

- Experience of how sub-granting mechanisms works in line with feminist principles and practices
- Demonstrable experience of working with partners in ways that reflect the principles of power-sharing, mutual respect and accompaniment.
- Experience working with WROs and WLOs, especially in supporting capacity-strengthening and participatory approaches.
- Experience of developing and managing collaborative relationships with a wide variety of civil society, governments, formal and informal authorities and donors.

Skills and abilities

- Excellent written and oral communication skills, including strong expertise in facilitation and accompaniment of staff and partners (government, non-state actors, formal and informal authorities, and civil society organisations and associations).
- Fluency in written and spoken English.
- Demonstrated skills in project development and management, including activity design, proposal writing and team management for successful delivery of programmes.
- Demonstrable ability to write research reports, policy papers, briefings and articles tailored to different audiences.
- Proven ability to work alongside, and to learn from, a wide range of people and organisations.
- Creativity, flexibility, self-motivation and the ability to prioritise workloads to meet deadlines.

Personal qualities

- Commitment to improving international engagement in conflict-affected contexts and experience-based ideas as to how this can be achieved.
- Commitment to and compliance with host's safeguarding principles.
- Commitment to respect and value equality and diversity and understanding of how this applies to own area of work.
- Commitment to feminist, inclusive practices and an understanding of decolonial approaches in peace and security work.
- Commitment to own continuing personal and professional development.
- Commitment to the vision, mission, and values of GAPS.
- Flexible to meet with stakeholders working in different time zones.

Other requirements

- Willingness to travel to locations of the Centre's of Excellence, and other travel as required – sometimes at short notice.