



## Women, Peace and Security Projects Manager

### JOB DESCRIPTION

Beyond Borders Scotland is a non-governmental organisation dedicated to facilitating cultural exchange and international dialogue between nations. Beyond Borders aims to create a vibrant international platform within Scotland, at times drawing on Scotland's unique cultural and political heritage, to break down borders between peoples, and help facilitate wider international cultural exchange, dialogue, and reconciliation.

#### What we offer:

- Flexible working hours from our office in Edinburgh
- Remote working possible, must be able to attend Fellowship Programmes in person and for internal/external meetings when required.
- Full-time contract from October 2022 - April 2023 with option to extend. Start date open to agreement.

#### YOUR ROLE:

The Women, Peace and Security Projects Manager is responsible for the oversight and management of all Fellowship Programme activities including the design, delivery, financial management, monitoring and reporting of Fellowship Programmes and Alumnae Network activities, and other related projects. The Women in Conflict 1325 Fellowship Programme has been running since 2016. Beyond Borders runs three 7-day residential programme a year - all taking place in Edinburgh and the Scottish Borders. The Fellowship Programme Alumnae Network comprises of nearly 300 women from around the world. This is an exciting opportunity to work with people from around the world, and to continue to shape and grow the Fellowship Programme and Alumnae Network.

#### ***Programme Development***

- Liaise with donors and organisation Directors on the development of funding proposals, annual project plans, annual financial planning, development of team work plans for delivery of individual programmes.

#### ***Programme Management and Implementation***

- Develop clear work logs to ensure programmes are managed well and to budget
- Develop overall individual Fellowship Programmes with input from facilitators
- Coordination with programme facilitators and session design
- Oversight and coordination of all programme logistics
- Financial management of programme

#### ***Monitoring & Reporting***

- Use appropriate MEL strategy to measure immediate to long-term programme results
- Interim and Annual reporting to project donor

#### ***Other***

- Development of related funding proposals
- Day-to-day support on other/external projects if required



## **YOUR PROFILE:**

### **Experience**

- At least 2-3 years experience in a project management role with demonstrable skills in programme design and implementation, monitoring and evaluation, and financial management and planning.
- Proven experience in logistics and event/workshop planning
- Proven ability to deliver projects within set timescales and budgets
- Experience in writing project proposals and concept notes
- Experience facilitating workshops

### **Knowledge**

- Sound knowledge/understanding and passion for gender equality, women, peace and security, and peacebuilding and conflict resolution.
- Studies in International Relations, Law, Politics, International Development, Peacebuilding and Conflict Resolution or related discipline preferred
- Understanding and sensitivity to political and cultural contexts of programme focus regions (including but not limited to MENA, South Asia, Africa, and Latin America).

### **Skills**

- Fluency in English is required, knowledge of Arabic and/or Spanish is an asset but not essential
- Excellent interpersonal skills and ability to work with diverse groups of people
- Strong writing and communication skills for a range of audiences
- Excellent attention to detail
- Ability to plan work and deliver projects in a largely autonomous way
- Ability to work with and lead a small team

### **How to Apply**

Applicants must have the right to work in the UK. Please send a CV and one page Cover Letter detailing how you meet the outlined specification above to Deputy Director, Jessica Forsythe, [jforsythe@beyondbordersscotland.com](mailto:jforsythe@beyondbordersscotland.com) by 21st September 2022.

We look forward to receiving your application!