

Projects Officer ToR

Women in Conflict 1325 Alumnae Network

Job title	Projects Officer, Women in Conflict 1325 Alumnae Network
Mode and location	Hybrid, majority of work online with in-person commitments for events. Based in Scotland.
Reporting to	Programmes Director
Salary and contract	£25,000, 4 days per week, full-time 1 year fixed contract
Pension and holidays	Automatic enrollment into NEST pension, 8% minimum monthly contribution (4% BBS, 4% employee) 23 days holiday (pro rata) per year plus Scottish Government recognised bank holidays
Role purpose summary	<p>The post holder will work mainly as project officer for the Women for the World project (W4W) and support the Women in Conflict 1325 Fellowship Programme, Alumnae network and community of practice and any other related activities.</p> <p>Responsible for the day-to-day implementation of Women in Conflict 1325 Alumnae Network and Community of Practice (CoP) related activities across specified programmes and projects, ensuring activities are delivered effectively, on time and in line with project objectives and action plans.</p> <p>Manages operational tasks, coordinates with partners, participants, and experts. Supports monitoring and reporting and contributes to the successful implementation of the network and community of practice activities.</p>
Application	<p>Application to be made by email by 5pm (UK time) 6th May 2026. Send CV and one-page cover letter to info@beyondbordersscotland.com</p> <p>Subject line: WiC 1325 Alumnae Network Projects Officer</p>

General Duties and Responsibilities:

- **Project Management and Implementation:**
 - Coordinate and monitor projects activities to ensure they align with project goals and timelines as per each strand plan
 - Coordinate logistics, procurement requests, and service providers communication.
- **Stakeholder Coordination:**
 - Act as a liaison between projects teams, experts, external agencies, and other stakeholders to ensure smooth communication and cooperation (from logistic and admin perspective)
- **Financial and Administrative Support:**
 - Support the implementation of project budgets by tracking expenditures and flagging any variances to the Finance Officer and Programme Director
 - Coordinate logistical and administrative arrangements for project activities (e.g. travel, venues, materials, participant coordination)
 - Maintain up-to-date documentation, activity trackers, and records
- **Reporting, Monitoring and Evaluation:**
 - Support monitoring and reporting processes, including data collection and activity reporting, meeting minutes, and other project-related documentation.
 - Support the drafting of the donors quarterly and annual reports
- **Risk and Issue Management:**
 - Identify and track project risks and issues, escalate them to management, and assist in implementing solutions
- **Communication and outreach**
 - Support the implementation of communications plans for project activities in coordination with the Programme Director.
 - Contribute to the development of content, including short updates, social media posts, and event materials, to highlight project activities and impact
 - Assist in documenting project activities through notes, photos, and participant feedback for communications and reporting purposes
 - Ensure all communications outputs are aligned with organizational branding and donors guidelines
 - Support outreach and engagement with participants, partners, and stakeholders to promote project activities and events

And carry out any additional responsibilities that may arise in support of the organisation's different projects for example new proposals or short term projects, and the Beyond Borders International Festival, as agreed with the supervisor.

Required skills

Essential:

- Experience organising events and coordinating logistics, especially relating to politics, international relations, human rights or peacebuilding
- Creativity and strong written communications. Familiarity with story-telling, and visual documentation; including working on social media and/ or with film-makers to create short films which enhance the visibility and recognition of women's achievements.
- Strong organizational and administrative skills with high attention to detail
- Ability to support monitoring, data collection, and basic reporting processes
- Ability to work collaboratively within teams and across functions (programmes, finance, communications)
- Good understanding of Women, Peace and Security agenda (WPS) and gender-sensitive programming
- Understanding of ethical storytelling and safeguarding considerations, particularly when working with women peacebuilders and sensitive contexts
- Strong commitment to Beyond Borders Scotland's values of dialogue, cultural exchange, and peace rooted in Scotland's unique experience of devolution and heritage

Desirable

- 1-2 years experience supporting donor-funded projects and understanding reporting requirements
- Experience of working in peacebuilding, gender, or international development programmes
- Experience working in regional or cross-cultural contexts
- Additional languages relevant to programme regions (Arabic is a strong asset)

To Apply

To apply, please send a CV and one page cover letter to info@beyondbordersscotland.com, using the subject line: 'WiC 1325 Alumnae Network Projects Officer'. Applications close 5pm (UK time) 6th May 2026.

Beyond Borders Scotland reserves the right to close applications early in the case of a high number of applications.

Please note that this is a Scotland-based job and the expected start date is early June 2026. Candidates must have the right to work in the UK. Only shortlisted candidates will be invited for interview.

Specific Responsibilities

Responsibilities on Women for the World Project (W4W)

W4W is new project implemented by BBS to supports women peacebuilders from the Beyond Borders Scotland's "Women in Conflict 1325 Fellowship" to further develop their alumnae network, assess needs, strengthen connections, share experiences and best practice, and showcase achievements as part of a wider global commitment to build more inclusive, just, and peaceful societies.

- Support the planning and implementation of the W4W project activities, ensuring alignment with the project's objectives and Women, Peace and Security (WPS) Agenda
- Coordinate engagement with women peacebuilders (the alumnae members) across target countries and regions
- Assist in organizing events, consultations meetings and workshops to support the Co-design of CoP Action Framework and regional priority notes.
- Coordinate the selection of alumnae stories and case studies
- Support the selection of video creators and related experts to document stories and case studies
- Support the development and implementation of the produced materials and advocacy activities action plans
- Assist in preparing narrative inputs for donor reports and internal updates specific to the W4W project
- Provide support to project financial processes, including budget tracking, payment processing, and maintaining accurate financial records, in coordination with the Finance Officer

Responsibilities on (Women in Conflict 1325 Fellowship Programme Alumnae Network and Community of Practice)

- Coordinate and implement CoP activities:
 - Implement the CoP activities action plan
 - Create activist invitations, forms and communication materials.
 - Support event facilitation
 - Documentation of event participation, quotes and impacts.
 -



Beyond Borders
Scotland —

- Support the Women in Conflict 1325 Fellowship Programme
 - Support the Projects Coordinator on accommodation, travel and transportation of the fellows
 - Support the day-to-day implementation of the fellowship residential week in Scotland and online sessions - when needed.