

PROGRAMME MANAGER

- **Organisation:** Institute for Strategic Dialogue (ISD)
 - **Reporting to:** Senior Programme Manager, Strong Cities Network (SCN)
 - **Location:** Central London (with international travel)
 - **Type of Contract:** One year fixed term contract
 - **Start Date:** February 2019
 - **Salary Bracket:** £35,000 - 45,000
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About ISD

ISD a global counter-extremism organisation dedicated to powering new generations against hate and extremism. For 10 years, we have responded to the rising challenge of extremist movements and the ideologies that underpin them, delivering cutting-edge programmes built from world-leading expertise in communications and technology, grassroots networks, knowledge and research, and policy advice.

Position summary

ISD is going through an exciting period of growth and we are looking to recruit a Programme Manager to work exclusively on our Strong Cities Network (SCN) programme. We are looking for an exceptional candidate with 2-3 years' experience in a programme management role in an international development, political affairs, public sector or delivery organisation.

The successful candidate will have a CVE practitioner background and be motivated by a desire to implement and manage programmes of international engagement for an ambitious and growing non-profit organisation. This role will have responsibility for our Western Balkans and Central Asia programme implementation and delivery, ensuring that these programmes meet or exceed targets, are implemented on-time and on budget, and meet all donor requirements.

Key responsibilities

Working with the international Strong Cities Network team, the **Programme Manager** will be responsible for:

Project and Programme Management

- Responsible for the design and delivery of training and expertise content to local stakeholders (including developing scalable and adaptable implementation and training models for the SCN)
- Ability to understand practitioner requirements/limitations and lead on technical training to local stakeholders
- Responsible for strategic development for training and model development

- Lead on creation/curation of all online training modules, toolkits and offline practitioner handbooks
- Lead the implementation of Western Balkans and Central Asia programming
- Ensuring efficient and robust programme support through effective portfolio management
- Coordination of regional analysis and research trends (monitoring specific priority countries)
- Local Government and civil society capacity building for Western Balkans (Albania, Bosnia & Herzegovina, Kosovo, Macedonia, Montenegro, Serbia) and Central Asia (Georgia, Kazakhstan, Kyrgyz Republic, Tajikistan)
- Providing support to the SCN Programme Manager where required on project delivery, stakeholder management and policy frameworks/infrastructure with a range of project tasks

Grants Management

- Fostering a positive and collaborative team environment and excellent internal communications among members of global teams, supporting wider professional development
- Writing and editing impact reports, donor reports and public interest pieces

International Oversight

- On the ground delivery and stakeholder management including regional implementation, small grants administration, and appointment of and liaison with local contractors in the Western Balkans and Central Asia
- Assisting in proposal development based on international expertise

Please note that flexible working hours and international travel will be required for this position.

Person specification

Essential

- Educated to degree level
- A minimum of 2-3 years' CVE practitioner or training background and project/programme management experience in an international setting
- Ability to develop and lead on prevention/intervention mechanisms
- Project delivery, stakeholder management and policy framework and infrastructure
- Ability to communicate effectively with diverse stakeholders including governments, international institutions, local civil society organisations (CSOs), policymakers, community leaders and frontline practitioners
- Sound political judgement, diplomatic awareness, and policy leadership
- Culturally versed in the Western Balkans and Central Asia
- Exceptional written and spoken English
- Clear, fluent and concise oral and written communication skills
- Outstanding attention to detail
- Highly organised with the ability to be flexible, multi-task and respond proactively in a fast-paced environment

- Ability to work well both independently and in a team
- An understanding of and commitment to ISD's core mission

Desirable

- Professional standard of written and spoken additional languages, in particular languages spoken in the Western Balkans and/ or Central Asia
- Experience in leading and delivering large scale and high profile events
- Experience in working in a fast-paced, start-up environments
- Line management experience for between 1-3 people

Application process

If you would like to apply for this position, please send a one-page cover letter and up-to-date CV to vacancies@isdglobal.org by **5pm GMT on Friday 31st January 2019**. Exceptional candidates may be interviewed and appointed before this time.

Please note that only short-listed candidates will be contacted and applications without a covering letter will not be considered. All applicants must have either EU status or right of employment within the UK.