

JOB DESCRIPTION –

HEAD OF PARTNERSHIPS & NETWORK MANAGEMENT

Role	Head of Partnerships & Network Management		
Reports to	SCN Director	Direct reports	2-5
Budgetary responsibility	N/A	Resource responsibility	N/A
Safeguarding	Support SCN leadership in safeguarding staff and participants across regions	Key relationships	SCN Director and senior team; regional staff
Contract	Fixed term contract, 1 Year	Location	UK and/or remote-based
Salary	£55-70k	Level	Head

**** This role is subject to confirmation of funding ****

About SCN

The [Strong Cities Network \(SCN\)](#) is an independent global network of 150+ cities and local governments dedicated to addressing all forms of violent extremism, hate and polarisation, while promoting a human rights-based prevention framework in which local knowledge and practice informs national, regional and international approaches.

Our mission is:

- To inspire, catalyse and multiply locally-driven, non-discriminatory, human rights-based, and gender-sensitive policies and programmes that prevent and counter violent extremism, hate and polarisation that rest upon trust-based partnerships with communities;
- To enhance the practical implementation of programming and practice at a local level aimed at building social cohesion and community resilience to all forms of extremist- and hate-motivated violence;
- To connect sub-national leaders and practitioners from a range of disciplines, including community relations, social and health services, education, leaders from the youth community, economic development, religious affairs, local community leaders and civil society, to exchange lessons learned and provide tailored training through face-to-face and online exchanges; and
- To elevate the voices of mayors and other local leaders and ensure the needs and priorities of cities and other sub-national authorities are reflected in national, regional, and international conversations around how to most effectively prevent violent extremism, hate and polarisation.

Launched at the United Nations in 2015, the SCN is managed by the [Institute for Strategic Dialogue \(ISD\)](#). This role will be a key member of the SCN Management Unit (MU) of staff employed by ISD but dedicated to SCN development, engagement and activities as we seek to deliver on an exciting new strategy for the next phase of the network's impact globally.

Role Purpose

The purpose of this role is to ensure the consistent, coordinated and strategic engagement by the MU with the SCN membership and SCN partners, including the United Nations and other multilateral bodies such as regional organisations, and bilateral and multilateral donors.

Key Responsibilities

1. Partnership Development and Donor Relationships (40%)

- Develop and maintain funded and non-funded strategic partnerships with a range of UN, EU and other multilateral organisations, other city networks and government, private and philanthropic donors in order to elevate the role of cities on key global P/CVE, peacebuilding and conflict stabilisation agendas.
- Lead on business development opportunities in close partnership with SCN leadership and colleagues, covering all stages through to proposal and budget submission and follow-up to secure funded support in line with SCN strategic priorities.
- Drive efforts to establish an SCN development strategy to underpin fundraising efforts.
- Review and oversee concept notes, proposals and other materials drafted by other team members for consistency and quality.

2. International Steering Committee Leadership (10%)

- Recruit and lead communications with an International Steering Committee (ISC) of ~15 cities, maintaining excellent relationships with mayors and their offices to drive forward the committee's business.
- Develop with relevant SCN members a practical and strategic Terms of Reference, and other relevant guidance, for the SCN International Steering Committee (ISC).
- Partner with ISC Co-Chairs to coordinate annual ISC meetings, virtually and in-person

3. Member Engagement (25%)

- Lead a renewed effort to engage consistently, strategically, and in a coordinated fashion with SCN members around the globe.
- Ensure that engagement at regional level or in events on specific themes/projects supports a current picture of member priorities.
- Oversee the development and maintenance of an up-to-date contact database, as well as tools and systems to identify and capture member needs and priorities to inform planning.
- Develop and implement systems that improve and monitor progress in member engagement as well as the wider progress on relevant policy/practice areas of SCN members.

4. Strategic Communications (15%)

- Lead the development of a new SCN communications strategy, ensuring that key materials and platforms are updated and consistent, and aligned with the SCN strategy.
- Oversee the development and maintenance of a new SCN website, providing high-quality content for general engagement as well as technical and training support in multiple languages with a premium on design, presentation and user experience.
- Oversee the SCN newsletter, social media and all other relevant communications content.

5. Team Management (10%)

- Line management responsibility for at least two direct reports, projected to increase to around five members of staff.

Outcomes (the way success will be measured)

- At least \$500k of funding secured per year from new donors and strong relationships built with at least five (5) key multilateral partners
- Successful organisation of ISC meetings supported by a clear ToR and engaged co-chairs and other members
- Processes implemented to improve member engagement and needs identification, supported by updated, consistent and high-quality communications materials
- Positive 360 feedback from colleagues and senior staff, working collaboratively to support the wider team to deliver on the SCN strategy.

PERSON SPECIFICATION

Expectations

We expect all staff, consultants and volunteers to:

- Commit to ISD's vision, mission and [Guiding Principles](#)
- Foster diversity, inclusivity and equality of opportunity at ISD
- Demonstrate respect for others and safeguard those who are vulnerable
- Carry out their duties in accordance with ISD's policies and procedures
- Adhere to risk management and security instructions at all times

Competencies

These reflect ISD's [Guiding Principles](#) which we expect all members of the team to embody, regardless of seniority and role. How these competencies are assessed is outlined in ISD's Performance Review Process.

Guiding Principles	Competencies
Integrity	<ul style="list-style-type: none"> • Personal integrity • Focus on quality
Collaboration	<ul style="list-style-type: none"> • Respect for others • Commitment to the team
Agility	<ul style="list-style-type: none"> • Efficiency and effectiveness • Growth mindset
Courage	<ul style="list-style-type: none"> • Strategic thinking • Passion for driving change

Equality, Diversity and Inclusion

ISD endeavours to recruit a range of candidates to strengthen our team and contribute to our organisational culture. We particularly welcome applications from candidates currently underrepresented across the organisation – including those from diverse ethnic and socio-economic backgrounds, those with disabilities, and members of the LGBTQ+ community.

Specific Requirements

These are a priority for this specific role, and form part of our assessment during recruitment, probation and ongoing performance management. They are also a framework for focusing continuing professional and personal development.

	Essential	Desirable
Knowledge, training and qualifications	<ul style="list-style-type: none"> • Expert knowledge of international counterterrorism and countering violent extremism (CVE), rule of law, or international cooperation • Experience or relevant qualifications in international affairs or other relevant fields 	<ul style="list-style-type: none"> • Professional training/ qualifications/ accreditation related to project management, strategic communications or website management.
Experience	<ul style="list-style-type: none"> • Substantial experience in partnership and network building, management and strategic communications in relevant fields • Experience with donor engagement and other business development and fundraising • Experience of management of teams and management of remote working teams, including direct line management • Substantial experience of leading complex, strategically driven committee meetings with multiple, international city leaders • Experience of leading and managing member engagement across multiple regions • Proven experience of fundraising 	<ul style="list-style-type: none"> • Experience managing or engaging with city networks, professional membership associations, or similar bodies
Skills	<ul style="list-style-type: none"> • Excellent written and spoken communication skills. Ability to speak independently and confidently at external events and with high-level external stakeholders. • Willingness and ability to drive work both independently and in collaboration with a global team • Fluency in English (oral and written) • Highly organised with the ability to be flexible, multi-task and respond proactively • Strong leadership skills with ability to lead and motivate large teams • Established influencing skills to steer SCN's agenda with external stakeholders 	<ul style="list-style-type: none"> • Additional working languages, especially French and/or Arabic