

## Terms of Reference: Senior Programme Manager (Learning, Capacity Strengthening and Facilitation)

Conductive Space for Peace (CSP) has revised its strategy for the period 2024-2026 and is looking to expand its team as part of implementing the new strategy. CSP is recruiting a new senior staff member to support our work in changing the international peacebuilding and development system to better enabling local leadership and equitable partnerships. Senior Programme Manager will play a key role in implementing CSP's Learning framework, supporting the delivery of workshops, convenings and other learning events online and in-person with INGOs, private foundations, bilateral donors and local civil society actors.

<b>Location:</b>	Home based with travel to Copenhagen, Denmark, and any other location as required by the tasks
<b>Application deadline:</b>	7 <sup>th</sup> January 2024
<b>Starting date:</b>	1 <sup>st</sup> March or as soon as possible
<b>Duration:</b>	1-year initial contract with possibility of extension

CSP strives to embody the change that we pursue, which means that we hold equity at the core of our engagement and ways of working. We seek diversity, equity, and inclusion within our own organisation and within the broader institutional framework with which we engage. This means, among other things, that we do not expect any staff member to be based in Denmark or speak Danish unless required for the tasks and roles. This position does not require to be based in Denmark (resident permit and work visa are not required), as such, CSP is actively seeking applications globally from those who meet the requirements for this position.

The new staff member will refer to the Co-Director on Organisational Leadership and will work closely with the rest of the team. As CSP is a non-hierarchical organisation everyone collaborates with one another to deliver on the mandate of CSP and tasks with reference to competencies rather than position and title.

### Tasks and roles

The tasks and roles will include the following:

- Lead on revising the Learning Framework in line with CSP's new strategy followed by the implementation of the Learning Framework through designing and planning learning processes and tools with the team, funders, partners and participants in activities.
- Design and implementation of workshops and convening spaces online and in-person (workshops, learning events) to change the international aid infrastructures and peacebuilding framework to better enable local leadership and equitable partnerships, for international and national organisations using creative, innovative, transformative methods, in collaboration with the team and sometimes short-term consultants.
- Lead on and contribute to programme development, fundraising and reporting in collaboration with the rest of the team.
- Serve as a member of CSP team responsible for learning in Global Reimagining of Equitable Spaces and Infrastructures for Peace (RESPACE) initiative, working with two partners and key strategic and visionary change agents to create space for them to reimagine and develop future global spaces and infrastructures for peace and equity.

- Support the implementation of processes of accompanying organisational change in particular with and among INGOs based on CSP's innovative approaches.

As CSP works as a flat organisation, it is unlikely that any of the tasks mentioned above will be done without collaboration across the team.

### **Qualifications, previous experiences and personal competences**

The Senior Programme Manager is an innovative change maker who thinks strategically and is already engaging in developing new ways of working in the international system for support to peace and development. You will know the current international system well and will have experienced how it is working either from positions within international organisations and/or from direct engagement with them. You are concerned about its current mechanisms and practices that may not support local civil society actors as well as it could. You may have experienced the dysfunctionalities of the aid system and recognise the need to decolonise aid.

The Senior Programme Manager will be guided by key values and principles particularly, equity and reciprocity that is at the core of all our work and engagement externally and internally in the organisation.

The candidate should hold qualifications, experiences and competencies relevant for this position including the following:

- Ten years of relevant work experience working in or with international organisations such as INGOs, bilateral donors, private foundations, the UN, on peacebuilding and/or development.
- Extensive experience in developing learning methodologies and processes with strong attention to outcomes, and managing the implementation of learning frameworks with organisational teams and external stakeholders.
- Experience and competence in designing and delivering capacity building, training, collective learning initiatives with diverse groups of actors and organisations.
- Strong facilitation skills and ability to create conducive and safe spaces on-line and in-person for mutual learning and action among diverse actors.
- Experience in fundraising and reporting.
- Experience using creative, innovative and transformative design methodologies and facilitation.
- Experience in developing and implementing processes of accompanying teams of actors and organisations to transition from ideas to action in enabling local leadership.
- Lived experience and experience working in fragile and conflict affected contexts with nuanced understanding of the needs and challenges faced by local civil society organisations.
- Strong planning and project management skills to lead the initiatives, with the support of other team members.
- Strong analytical skills and strategic thinking based on sensing, learning and analysis.
- Fluency in written and spoken English is essential. Proficiency in Arabic, French or Spanish is an advantage.
- Openness to working in a team with different nationalities and locations, and to taking on a variety of tasks as they emerge.
- Ability to work independently, but also in a team.
- Availability to travel including to Denmark or other locations for team meetings and other types of convenings.



### **Terms of the position**

The position is home based with travel to Denmark and elsewhere as required, with an average of 37 hours of work per week. There will be flexibility in work hours and location as is the general policy and practice for all staff.

### **Further Information**

Further information about the position can be obtained by contacting [sweta@conducivespace.org](mailto:sweta@conducivespace.org)

### **To Apply**

Please submit a one-page motivation letter and your CV to [apply@conducivespace.org](mailto:apply@conducivespace.org) no later than **23:59 CET** on **7<sup>th</sup> January 2023**. Please write 'Senior Programme Manager' in the subject line of the email. Interviews will be conducted in late January.

### **About CSP**

CSP is an INGO registered in Denmark specialising in facilitating transformation in the peacebuilding system to enable greater local leadership for more equitable, dignified, and sustainable peace. CSP works with an extensive global network of change agents and partners across the peacebuilding, development and humanitarian sectors, convening, accompanying, and developing analysis for systems change globally and in specific country contexts.

As CSP we understand our evolving role in the peacebuilding field providing change agents a space where they can radically rethink, envision, and strategize to change global peace practices. We see ourselves as a catalyst and convener of change agents through network and community building, training, accompaniment of organisations in their internal change processes. In this way we see our role paired with other organisations and movements that work and advocate for local leadership, equitable partnerships, and decolonising the aid system.

The approach of CSP to systems change is guided by our various think pieces/publications such as [Chain of Influence Framework](#), [Global System in Flux](#), and the [Dragonfly Model](#). For additional general information about CSP see our latest publications [here](#). As we are currently in the process of finalising our new strategy for 2024 to 2026, you will be able to read this only through contacting us directly.

*At Conducive Space for Peace, we are committed to creating an inclusive and positive work environment based on mutual respect for all employees and our partners. All applicants are considered for employment without attention to race, age, ability, ethnicity, nationality, religion, gender identity, sexual orientation, marital status, or any other factor.*