



Position Title: **Director of Special Projects**

Location: **London (hybrid)**

Contract type: **Full time (5-day week) fixed-term 18 months**

Reporting to: **Policy Director**

Salary range: *Depending on experience and skills*

Inter Mediate

Inter Mediate, a London-based peacemaking charity supporting confidential negotiations in some of the world's most challenging conflicts, is seeking an experienced **Director of Special Projects**, on an 18-month fixed term contract, to lead its engagement on nuclear risk reduction, and support the CEO to develop new projects across Inter Mediate's portfolio and priorities.

Position Summary

Reporting to the Policy Director, working in support of the Chief Executive Officer and collaborating closely with the operations team, the Director of Special Projects will be responsible for:

- Managing Inter Mediate's project portfolio with a particular focus on dialogue for nuclear risk reduction.
- Supporting the CEO with policy and stakeholder analysis and advice, to enable IM to shape its peace engagement effectively;
- Developing and sustaining relationships with key stakeholders;
- Supporting external consultants and negotiators in the field and at home;
- Implementation of projects and the appropriate allocation of project finances;
- Leading the preparation of fully-costed project proposals in conjunction with the Operations Team;
- Producing project reports in line with donor requirements; and
- Compiling project progress reports for senior management meetings.

Key Responsibilities

The Director of Special Projects will:

- Support the Director in analysis, engagement, relationship building and relationship management;
- Act as lead implementer on relevant projects as directed by the CEO and Policy Director;
- Oversee the substantive work of one or more Project Development Officers supporting both projects and IM general operations;

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- Contribute to building the capacity of Project Development Officers to support projects throughout the lifecycle – from proposal development, budgeting, and implementation to reporting;
- Provide support to the team of IM negotiators, consultants and project stakeholders involved in implementing projects;
- Serve as the primary contact with donors on relevant projects, and maintain and develop the relationship with the donor;
- Lead on research support necessary for these projects;
- Oversee the development of project proposals and budgets in close collaboration with the Operations Director;
- Work closely with the Operations Director and the Donor Relations Manager to ensure that grants are being managed and funds are being disbursed in line with donor agreements;
- Produce project reports for donors by working closely with the Operations Director and Donor Relations Manager;
- Assist the Policy Director to identify and develop potential new project and funding opportunities;
- Represent IM in external forums where appropriate;
- In consultation with the Policy Director, provide relevant project information to IM's public representation when required; and
- Assist with other IM activities as needed.

Minimum Qualifications:

Successful candidates would need to demonstrate:

- ✓ A post-graduate degree in politics, conflict resolution and peacebuilding, international affairs, public policy or an equivalent subject. Relevant work experience may be accepted in lieu.
- ✓ At least 12 years of work experience in conflict resolution or peace process support for a governmental, non-governmental or inter-governmental organisation, or an equivalent field such as diplomacy, humanitarian access, political risk advisory services, conflict journalism or conflict analysis.
- ✓ Deep expertise in the dynamics and stakeholders shaping Russian politics and spheres of influence.
- ✓ Fluent spoken Russian and proven ability to read and analyse primary source materials written in Russian.
- ✓ Excellent written English, and evidence of ability to produce high-quality written work to deadline.
- ✓ A strong general understanding of political and conflict dynamics and the ability to produce well-structured and concise analysis

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- ✓ Ability to operate successfully in high pressure, sensitive political environments and provide support to high-level leaders.
- ✓ Evidence of strong cross-cultural interpersonal skills.
- ✓ Flexibility and adaptability to support the smooth running of a small team, and willingness to take an “all-hands-on-deck” approach when required.

Working at Inter Mediate

A normal working week consists of 35 hours. Our office operates between 8am and 6.30pm with core hours from 9.00am to 5.00pm. Inter Mediate operates a hybrid working model, with at least 2 set days per week in the office in London.

Benefits include: 25 days holiday, pension contribution and private health insurance (following successful completion of the 6-month probationary period).

To Apply By 19th May 2023 :

Send a one page **cover letter** explaining why you would be a good candidate for this position, **CV** and a **writing sample** (no longer than two pages) to recruitment@inter-mediate.org

IM is unable to currently sponsor working visas. All applicants must have the right of employment within the UK. Inter Mediate welcomes applicants from diverse backgrounds.

Only full applications will be considered. Only short-listed candidates will be contacted.