

**Position Title:** Policy Director

**Organisation:** Inter Mediate

**Location:** Central London, UK

**Salary range:** Dependent on experience

### **Role Summary**

Reporting to the CEO the Policy Director will work with the COO and projects team to ensure IM has access to high quality policy positions and input across the projects portfolio. You will ensure that the CEO and projects team benefit from innovative, creative and up to date policy suggestions and support when responding to the needs of our project interlocutors. You will lead on producing that input where appropriate, working with the project team to support their production of this where needed and coordination of external sources of input where necessary.

### **Key responsibilities**

- Develop policy input for specific projects where required and in whatever format is most appropriate. Such formats might include pre-travel briefings, position papers, proposed peace agreements, research reviews and direct notes to interlocutors.
- Develop robust internal procedures to improve the capacity of staff to access and benefit from high-level, research-based policy input from multiple external providers.
- Work with the CEO, COO and projects team to review and develop project strategy with a focus on ensuring such strategy is informed by the latest relevant policy developments.
- Undertake research, both desk based and in the field, to support the development of such policy input.
- Track and coordinate contact with key providers of relevant research worldwide where relevant to our project portfolio.
- Act as a focal point for the interaction between the IM team and external providers of research and policy input.
- Input into project scoping work where needed.
- Lead on the dissemination of relevant research, both internally and externally sourced, across the whole IM team.
- Where appropriate represent IM at external events.
- Input into other areas of IM's work where necessary.

## Person Specification

### Essential:

- Demonstrable senior level experience in delivering policy content and analysis in the field of conflict
- Knowledge of the wider policy landscape in which key actors (UN, EU, National Governments, INGOs etc) with an interest in conflict resolution are engaged
- Excellent writing skills with experience of writing for a variety of audiences and an ability to produce high-quality content at speed
- Experience of inputting into the development of policy positions in relation to conflict reduction, mediation and peace negotiations on the international stage
- Ability to gather, digest and synthesis data from a wide range of sources in order to produce targeted analysis relevant to Inter Mediate's particular role within a specific setting
- Experience of providing wider support to colleagues in developing their own research, analysis and drafting skills within the policy field

### Desirable

- Exposure to some of the main key current conflicts
- Field experience within conflict settings
- Relevant additional language skills

**Working at Inter Mediate:** A normal working week consists of 40 hours. Our offices are open between 8am and 6.30pm with core hours from 9.00am to 5.00pm. The probation period is 6 months.

### To Apply

Please 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 three pages) to the following email:

[recruitment@inter-mediate.org](mailto:recruitment@inter-mediate.org)

**Application Deadline:** 16 June 2018

IM is unable to currently sponsor working visas. All applicants must have EU status or the right of employment within the UK.