



**Position Title:** Project Development Officer

**Organisation:** Inter Mediate

**Location:** Central London, UK (Hybrid working)

**Salary range:** £30,000 - £35,000 (depending on experience)

### **Role summary**

Within Inter Mediate's Projects Team, the Project Development Officer (PDO) will help develop and deliver projects contributing to IM's overall goal of advancing peace negotiations and reducing conflict violence.

Working under the direction and guidance of Inter Mediate's Projects Directors, in coordination with the Policy Director, Operations Team and CEO, the PDO will support the Project Team to:

- Support and implement Inter Mediate's existing projects portfolio supporting peace talks and other high-level peace initiatives.
- Manage relationships with senior stakeholders in conflict and peace processes.
- Identify and develop new projects entry points.
- Monitor and analyse political developments across areas relevant to Inter Mediate's work.
- Research lessons from past peace efforts relevant to Inter Mediate's current work.
- Support the Operations Team and Project Directors to prepare project proposals and budgets, narrative and financial reporting, and collect evidence of project impact.

### **Specific responsibilities:**

- Contribute to strategies to deliver Inter Mediate projects and institutional priorities.
- Support the Project Directors to cultivate and maintain relationships with key interlocutors and relevant experts in the field.
- Draft high quality policy memos, speeches and concept notes for senior audiences.
- Provide logistical support for project delivery, including managing travel and security of project consultants.
- Monitor media, think tanks and other analysis centres on conflict dynamics, and produce briefings and analytic papers for the CEO ahead of travel or engagement with key interlocutors.
- Oversee production of research papers on peacemaking lessons, based on demand from interlocutors.
- Scope for potential new projects and develop new project feasibility studies.
- Undertake travel, including to conflict settings.

- Support the Project Directors and Operations Team in donor management and project accountability, including contributing to preparation of project proposals and budgets, and reporting in line with donor requirements.
- Compile project progress reports for senior management/trustees' meetings.
- Represent IM in external contexts where necessary.
- Undertake other tasks in support of IM's work overall as required.

### **Minimum Qualifications:**

Successful candidates would need to demonstrate:

- ✓ A masters degree in politics, conflict resolution and peacebuilding, international affairs, public policy or an equivalent subject. Relevant work experience may be accepted in lieu.
- ✓ Three 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.
- ✓ Excellent written English, and evidence of ability to produce high-quality written work to deadline.
- ✓ A strong understanding of political and conflict dynamics and the ability to produce well-structured and concise analysis
- ✓ Ability to operate successfully in high pressure, sensitive political environments and support high-level individuals
- ✓ 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.
- ✓ Fluency in French, Russian or Mandarin a major advantage

**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. Inter Mediate operations a hybrid working model, with at least 2 set days per week in the office in London.

### **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:** 26 August 2022 (midnight)

**Interview dates:** 16 August – 7 Sept 2022

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