

**Application pack:**

**Global Armed Violence Reduction Policy & Development Manager**

Humanity & Inclusion (HI) is an award-winning international development organisation working in situations of poverty and exclusion, conflict and disaster. Working alongside people with disabilities and vulnerable populations, we take action and raise awareness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

We are looking for a **Global Armed Violence Reduction Policy & Development Manager.** The successful candidate will play a key role in shaping HI’s global Armed Violence Reduction strategy, driving policy development, influencing donors and stakeholders, and supporting the expansion of operations, while managing a team to deliver impactful programmes in fragile and conflict-affected regions.

**About HI**

Outraged by the injustice faced by people with disabilities and vulnerable populations, we aspire to a world of solidarity and inclusion, enriched by our differences, where everyone can live in dignity.

Since its creation in 1982, HI has run development programmes in more than 60 countries and responded to numerous emergencies. Today, we have a budget of over 250 million euros, with around 5,000 employees worldwide.

HI was co-winner of the 1997 Nobel Peace Prize for our campaign for the Mine Ban Treaty. We were also awarded the 2011 Hilton Humanitarian prize in recognition of our contribution to alleviating human suffering and supporting the most vulnerable people.

HI UK is a member of the HI Network, which is comprised of a Federation and eight national associations. As part of the Network, HI UK works towards a common strategy while maintaining a distinct identity as a British organisation. The Federation is responsible for implementing the Network’s social missions. It operates under the names “Humanity & Inclusion” or “Handicap International”, depending on the country.

HI has an ambitious delivery plan in the UK, as part of our 2016-25 strategy, [*For More Solidarity and Inclusion in the World*](https://hi.org/en/our-strategy). **Equal opportunities policy**

HI UK is committed to diversity and inclusion. We recognise that discrimination shapes the opportunities that many people have in society and that people have different needs in order to realise their full potential. Addressing this requires organisations to be proactive in creating environments that encourage the inclusion and development of all. Though we still have a long way to go, inclusion is central to our identity at HI UK and we are strongly committed to the continuous work that it requires.

We are particularly interested in hearing from candidates with disabilities and/or from Black and minority ethnic backgrounds, to help make us more representative. If you have a disability and meet the minimum requirements for the role, we will guarantee you an interview.

# Employee benefits

* All employees are entitled to 28 days’ holiday per year in addition to UK public holidays (*pro rata* for part-time employees*)*. Colleagues may also take an additional day off for their birthday.

* Training and development opportunities are open to all staff and will be provided to support them to fulfil their roles.
* We value all our employees and strive to support them in their professional lives. This includes offering flexible-working opportunities, including home-working, flexible hours and two days’ volunteering leave each year.

* We offer a competitive workplace pension scheme, matching contributions up to 6% of gross salary.
* We are positive about employing persons with disabilities and are proud to be accredited as a Disability Confident Employer.
* We offer a Worklife Support Employee Assistance Programme, which provides confidential information, support and counselling.
* We strive to create a diverse and inclusive working environment and we are constantly looking at ways to improve our policies, processes and culture.
* Our office is a short distance from Waterloo train station and Lambeth North Underground station. There are also lots of bus stops nearby. We share an open space with other charities. The working environment is fairly quiet, with bookable meeting rooms, booths for individual meetings, noise-reduction pods and other informal meeting spaces. We have lifts, accessible toilets and a shared kitchen area. We are open to discuss any reasonable adjustments you might need.

**Job description**

**1.** **JOB TITLE** Global Armed Violence Reduction Policy & Development

Manager

**2.** **ORGANISATION** Humanity & Inclusion UK

**3.** **SALARY & HOURS** £51,934, full-time position (37.5 hours per week)

**4.** **DURATION** Open-ended contract

**5.** **LOCATION** London SE1, with optional home working (or in another HI

office location worldwide)\*

\* This position is also being recruited in France

**6.** **BACKGROUND INFORMATION AND PURPOSE OF THE POST**

The number of fatalities from armed violence is estimated to be over half a million people every year. The increased prevalence of armed violence through explosive weapons, improvised explosive devices and small arms and light weapons affects civilian populations in the short and long term.

International, national and local action to reduce the impact of conventional weapons is a central component of HI’s work to bridge the humanitarian-development nexus. To protect and fulfil the rights of conflict-affected people, HI started some years ago to expand its activities from the five pillars of Humanitarian Mine Action also to include actions aiming at reducing local, national and global-level armed violence.

As armed violence transcends separate sectors, a comprehensive cross-sector response is needed. This requires HI practitioners to think outside their particular programming mandates and to consider the entirety of the challenges at hand. HI implements a so-called Comprehensive Approach to Mine Action (CAMA) and to Armed Violence Reduction (AVR) to maximise the prospects of a given project contributing to a world where people can lead safe and fulfilling lives in peaceful and inclusive communities.

To help achieve this, HI is recruiting a dynamic, creative and bilingual (French and English) Armed Violence Reduction Policy & Development Manager (PDM). Under the responsibility of the AVR Technical Director, the PDM will significantly contribute to the development of the organisation`s comprehensive AVR policy, partnerships and programming.

The PDM will have 3 main objectives:

1. Influence decision-makers, donors and other major stakeholders to partner with HI and to adopt comprehensive approaches in their policies and budgets to reduce the impact of arms on civilian populations;
2. Support the development and expansion of Humanitarian Mine Action and Armed Violence Reduction operations in existing or new programmes; and
3. Manage HQ-based officers (grants, policy, technical).

This is a full-time position. The successful candidate will travel internationally, including to Europe/North America as well as to countries of intervention.

**7.** **MAIN DUTIES AND RESPONSIBILITIES**

1. Donor and Stakeholder influence

*Influence donors and major stakeholders to ensure Comprehensive Approaches to Armed Violence Reduction (CA-AVR) is in their political and budgetary agendas and that HI is their natural partner.*

1. Contribute to the definition and enforcement of a policy and development strategy to promote HI’s technical expertise in AVR, including supporting the AVR Policy Lead in advising mainstream stakeholders and donors, promoting HI’s technical assistance in AVR, advising other AVR actors and donors, and promoting targeted awareness-raising, side-events, training and/or influencing criteria for funding.
2. Influence international stakeholders’ policies and priorities so that they better reflect and include the AVR sector priorities in their guidance frameworks, budgets and calls for proposals.
3. Influence and actively participate in major mainstream networks to raise the profile of CA-AVR and influence the agenda globally.
4. In close collaboration with HI staff throughout the Federation, coordinate analyses of innovations and donor trends analysis on funding opportunities, and propose influencing tactics and support for the identification of opportunities for fundraising, strategic alliances and/or consortia to develop and expand technical assistance in AVR.
5. Represent HI internationally with HMA/AVR stakeholders and relevant donors on AVR-related policy, operational implementation, deployment of partnerships and business development.
6. Contribute to advocacy initiatives within the sector, in collaboration with the HI advocacy unit and the AVR Policy Lead.
7. Support development of proposals and key consortia.

*Support the development and expansion of Humanitarian Mine Action and Armed Violence Reduction operations in existing or new programmes*

1. Consolidate (with the Policy Lead and the AVR Specialist) a community of practice on AVR policy and development with country-based specialists, policy officers and development officers.
2. Support country teams during development of concept notes and full proposals, and provide technical support and assistance in response to new country programmes that have an interest in developing their AVR capability.
3. Act as the focal point for pursuing and developing major multi-country HMA/AVR funding initiatives, and contribute to the identification of new donors and the transformation of major opportunities under their scope.
4. Act as the business development focal point for the Federation for specific HMA/AVR donors, and attend donor meetings to provide operational information (alongside colleagues from National Associations, as required).
5. Work with the Institutional Funding Division to develop appropriate and fit-for-purpose business-development tools for planning, applying for and managing grants.
6. Management

*Manage HQ-based officers.*

1. Understand the strategy, make it explicit, translate it into operational objectives for your team and lead any necessary changes.
2. Organise the operational management of your team, structure the work around identified processes, steer performance and facilitate the resolution of problems.
3. Contribute to the development of your staff, creating the conditions for their commitment, professionalism and attachment to HI.
4. Ensure compliance with HI’s Code of Conduct and other relevant institutional policies.
5. Encourage inter- and intra-departmental exchanges of practice, innovation and risk-taking.
6. Embody HI's values on a daily basis.

**8. PERSON SPECIFICATION**

**Educational Background:**

* A university degree, preferably at the Master’s level, in conflict/security Issues, International Development, International Relations, or a related field, or equivalent experience.

**Professional Experience:**

* Proven expertise in all aspects of the project cycle, including:
  + Project design, proposal writing and budget development.
  + Project initiation, implementation and stakeholder management.
* Extensive experience in developing strategies and building partnerships across diverse contexts.
* A strong track record in the humanitarian/development sector, including fieldwork in fragile or conflict-affected settings.
* At least three years of hands-on experience in one or more of the following areas: Humanitarian Mine Action, Weapons & Ammunition Management, Armed Violence Reduction, or closely related disciplines.

**Required Skills:**

* Proficiency in designing detailed, technically robust projects and crafting successful proposals for institutional donors.
* Capability to collaborate effectively with multidisciplinary teams and various stakeholders.
* Demonstrated leadership and an ability to mentor and guide teams.
* Strong interpersonal, communication, and negotiation skills.
* Flexibility to undertake ad-hoc travel, including to fragile or conflict-affected areas.
* Skilled in developing and adapting resources to fit specific contexts, particularly in addressing nexus emergencies and development challenges.
* Proficiency in fostering employee growth and autonomy.
* Expertise in prioritising and simplifying complex processes.
* High level of computer literacy.

**Soft Skills:**

* Proactive and entrepreneurial mindset.
* Responsive and adaptable to evolving needs.
* Team-oriented, valuing collaboration and respecting diverse perspectives.
* Ability to provide and receive constructive feedback in a multidisciplinary setting.
* Empathy and active listening skills, coupled with a non-judgmental approach to supporting others.

Fluency in English is essential, with proficiency in French highly desirable, and advanced skills in additional languages such as Arabic or Spanish considered an advantage.

**Application process**

This application is being managed by the HI Federation, based in France. To apply, please follow [this link](https://apply.workable.com/hi-jobs/j/009CD170BF/).

If you disclose a disability during your application process and you meet the minimum criteria for the role, we will contact you to discuss any reasonable adjustment you might need at the interview. If you wish to disclose a disability, please do so in your covering letter.

HI is a member of the inter-agency Misconduct Disclosure Scheme (MDS). In line with the principles of this scheme when we contact your referees, we request that they provide information in relation to any findings of sexual exploitation, sexual abuse and/or sexual harassment (‘Misconduct’) during the candidate’s employment or any allegations of this kind that were under investigation at the point that the candidate left their organisation.

## Closing date: 17th of December

Interviews will be held on a rolling basis and interested candidates are urged to apply immediately.

For further information about HI: www.hi.org