

## **JOB DESCRIPTION**

**Title:** Head of Programmes (Development)

**Location:** Central London

**Salary/Hours:** GBP £50,000 pa pro rata inc LW, plus pension contribution / Half-time 17.5 hrs/week

**Reports to:** Executive Director

**Purpose of post:** To advance Ceasefire's new strategy by developing donor support for civilian rights programmes based in conflict-affected countries, including in the Middle East, Africa and Ukraine.

### **Responsibilities:**

#### 1. Donor research and development

To research, identify and nurture potential donors, including in the human rights, development and humanitarian sectors by:

- Monitoring open calls for proposals
- Identifying and developing potential donors, including outside of formal calls for proposals
- Expanding Ceasefire's pool of existing project donors.

#### 2. Programme design and proposal writing

In consultation with Ceasefire colleagues and new and existing civil society partners, to design new programmes to advance Ceasefire's strategy and to prepare concept notes, full proposals and budgets for submission to donors.

#### 3. Donor and supporter relations

To manage regular communications with donors and supporters, including communications on programme outputs, achievements and impact.

#### 4. Oversight/management of specific programmes

To manage or oversee the implementation of specific projects or programmes as required.

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*Registered office:  
54 Commercial Street  
London E1 6LT*

5. To undertake any other tasks as may from time to time be requested by your line manager.
6. To maintain high standards of personal and organisational integrity, including confidentiality, and commitment to the safety and security of Ceasefire's partner organisations.

Occasional foreign travel may be required.

## **PERSON SPECIFICATION:**

### **Education:**

First degree in a relevant subject, such as international relations, development, law, politics/sociology.

Desirable: knowledge of international humanitarian law (law of armed conflict) and/or international human rights law.

### **Experience:**

Essential: Three years of professional experience working with or for donors in the international development, humanitarian or human rights sectors.

Desirable: Professional experience working in an international environment. Experience/understanding of working with civil society in challenging environments.

### **Skills:**

Programme design: practical understanding of the programme life cycle and demonstrated experience in designing projects according to logical framework or other planning tool(s).

Proposal writing: ability to write clear and persuasive programme proposals, based on logical programme designs and Ceasefire's existing policies.

Budgeting and finance: Ability to create, amend and monitor multi-year programme budgets. High level of numeracy and financial accuracy.

Communications: a) Excellent social media skills for a professional environment, including Twitter/Facebook, and general IT skills, including Microsoft Office suite (incl. Word/Excel).

b) Very high level of professional presentation, both in writing and in person. Ability to interact with senior individuals from a wide range of professional and international backgrounds and inspire confidence.

Languages: English – to first language standard. Arabic, French or other UN language an advantage but not essential.

### **Motivation and status:**

Commitment to human rights and equality, ability to work for an impartial and neutral organisation, willingness to be self-servicing and to work with minimum supervision.

Ability (including existing permission if necessary) to work in the UK and to travel as required.

March 2025