

## Terms of Reference - Programme Officer

**Location:** Based in Copenhagen, Denmark

**Application deadline:** 24<sup>th</sup>, June 2022

**Starting date:** August 1<sup>st</sup> or as soon as possible

**Duration:** 1-year initial contract with possibility of extension

Conductive Space for Peace (CSP) is now recruiting a Programme Officer to support our work in enabling local leadership and equitable partnerships, particularly through alternative ways of working of aid infrastructure and international peacebuilding institutions. The Programme Officer will play a key role in project development and management of our concrete peacebuilding efforts and partnerships in countries such as Kenya and Colombia. The programme officer will also be supporting the integration of strategic communication across CSP's areas of work. As a Programme Officer, you will become part of a small team of ambitious change-makers based in four countries with five nationalities.

Conductive Space for Peace is an international NGO registered in Denmark. The organisation's mission is to transform the global peacebuilding and development system to better enable local leadership and equitable partnerships. CSP works as a connector and accompanier, taking forward initiatives for change through analysis, network and community building, training, accompaniment of organisations in their change processes and reimagining a new international system that is better able to support local actors particularly in conflict affected countries.

The thinking of CSP is illustrated in various publications such as [Chains of Influence Framework](#), [Global System in Flux](#), and the [Dragonfly Model](#). Also, you will find out current strategy [here](#) however this is currently being revised to take us into the next three years.

CSP strives to embody the change that we pursue, which means that we hold equity at the core of our engagement and ways of working. We seek diversity, equity, and inclusion within our own organisation and within the broader institutional framework with which we engage. This means, among other things, that we do not demand any staff member to be based in Denmark or speak Danish if this is not required by the specific tasks and roles. In the case of this position, an important role is to support and take on advocacy, training and communication work in Denmark, thus the person recruited for this position will likely be Danish speaking and based in Denmark. At this time, there is only one programme-related staff in CSP speaking Danish which is the Executive Director.

### Tasks and roles

The programme officer will be a full member of the global CSP team and will refer to the Director and work closely with the rest of the team. The tasks and roles will include the following:

- Take on project management for all types of CSPs engagement including our direct support to local peacebuilders.
- Contribute to and sometimes lead on programme development, fundraising, and reporting.
- Support CSPs work on women, peace, and security, as well as environmental peacebuilding.
- Lead our communication work on all aspects of our engagement including systems change for locally-led peacebuilding and development – in close collaboration with other team members especially those working on advocacy.
- Support CSP's international and Danish advocacy on localisation and peacebuilding. Take on a particular role in Danish advocacy
- Support the systems change work of CSP including global processes to reimagine the international peacebuilding and development system in support of local leadership, and knowledge development for practitioners and change agents globally, including in specific country contexts.

- Support organising of strategic seminars among team members, board and other key stakeholders engaged with CSP.
- Support day-to-day administrative and coordination tasks.

It should be noted that, as CSP works in a non-hierarchical and team-based manner, it is unlikely that any of the tasks mentioned above will be done without collaboration across the team. This of course depends on the tasks and the roles and responsibilities of other team members.

### **Qualifications and personal competences**

The programme officer should hold qualifications relevant for this position including the following:

- At least three years of experience working in international organisations on development, humanitarian and/or peacebuilding issues, preferably with experience working with and in different types of organisations in the global aid infrastructure.
- Experience working with civil society organisations in conflict affected contexts.
- Knowledge of and/or interest in peacebuilding.
- Preferably knowledge on women, peace, and security agenda.
- Experience in project development, project management, fundraising, and reporting
- Preferably a Danish speaker and preferable location in Denmark – candidates holding this language requirement and who are qualified for the position are more likely to be considered due to the expectation of engaging in the Danish policy and practice environment.
- Fluency in written and spoken English is essential. Proficiency in French and Spanish is an advantage.
- Knowledge of ways of working, requirements and processes of the Danish MFA and Danida, and other Nordic and/or European MFAs and donor agencies.
- Openness to working in a team with different nationalities and locations, and to taking on a variety of tasks, including logistics and administration in relation to concrete activities and in preparing meetings and other activities.
- Ability to work independently, but also in a team.
- Availability to travel including to Denmark or other locations for team meetings.

### **Terms of the position**

The position is based at the CSP office in Frederiksberg, Copenhagen, with an average of 37 hours of work per week. There will be flexibility in work hours and location as is the general policy and practice for all staff.

### **Further Information**

Further information about the position can be obtained by contacting [Jasper@conducivespace.org](mailto:Jasper@conducivespace.org).

For additional general information about CSP see our [latest publications here](#).

### **To Apply**

Please submit a one-page motivation letter and your CV to [apply@conducivespace.org](mailto:apply@conducivespace.org) no later than **24<sup>th</sup> June 2022**. Please write 'Programme Officer' in the subject line of the email. Interviews will be conducted in July preferably as close to the application deadline as possible.

*At Conducive Space for Peace we are committed to creating an inclusive and positive work environment based on mutual respect for all employees and our partners. All applicants are considered for employment without attention to race, age, ability, ethnicity, nationality, religion, gender identity, sexual orientation, marital status, or any other factor. We encourage all interested candidates to apply.*