Senior Programme Advisor Appointment

In an increasingly interdependent world, a small, dedicated group of individuals use their collective experience and influence to help tackle some of the most pressing problems facing the world today. This is the driving purpose of The Elders.

The need for collective action to address global and systemic challenges is greater now than ever before. Founded in 2007, the focus of The Elders is on leveraging the wisdom and resources of the Elders themselves, the Secretariat, and the Advisory Council to bring positive change to their 6 programmatic areas, each in themselves huge global challenges: Ethical Leadership and Multilateral Cooperation, Conflict, Refugees and Migration, Climate Change, Universal Health Coverage and Access to Justice.

A critical role to advance this champion of peace, justice, and human rights, is the service of a wise and professionally excellent Senior Programme Advisor, with a background in conflict. This position calls for a strategic thinker and effective collaborator. To do this role well, the Senior Programme Advisor must be entirely trustworthy, mentally agile, emotionally intelligent, and highly organised. The role requires world-class thinking, but also well designed, strategic, and deliverable programmes.

Working closely with the small community of global Elders, the Senior Programme Advisor is expected to provide advice, briefings, and programme plans at an exceptionally high level of quality. Equally, this role calls for an active and intelligent listener who is able to stay flexible in their thinking. Programme plans will benefit from the input of the Elders themselves. New programme concepts may also be initiated by the Elders. At times, The Elders’ programmes will demand rapid responsiveness to catalyse a moment of change or deliver an urgent message.

This role will report to the Programme Director and be a vital member of the Programmes Team. While having a predominant focus on the conflict programme, this role is expected to give support to other members of the Programmes Team and work across other programme areas. Each programme involves working closely with the communications team, the operations team, the finance team and external expert consultants. The Elders’ Secretariat is a small team, requiring a hands-on and cross-functional way of working, which suits some but not all.

This role demands a combination of maturity and humility. The mission of The Elders is serious and urgent, and the working culture of The Elders is utterly focused on serving, with diligent excellence, the influence the Elders offer globally.

We invite you to consider investing your experience and expertise in the mission of The Elders, working together to see a world where people live in peace, conscious of their common humanity and their shared responsibilities for each other, for the planet and for future generations.

This group derives its strength not from political, economic or military power, but from the independence and integrity of those who are here. They can speak freely and boldly, working both publicly and behind the scenes. They will support courage where there is fear, foster agreement where there is conflict and inspire hope where there is despair.

Nelson Mandela, Founder of The Elders
The Context of this Appointment

This is an exciting time to join The Elders. The motivated commitment and the sense of urgency amongst the Elders, the Advisory Council and the Secretariat is extremely high.

The Elders

The Elders is chaired by Mary Robinson, former President of Ireland and former United Nations High Commissioner for Human Rights. Mary Robinson is The Elders’ third Chair since the group was founded by Nelson Mandela in 2007, following Archbishop Desmond Tutu (2007-13) and the late Kofi Annan (2013-2018).

Ban Ki-moon, former UN Secretary-General, and Graça Machel, former Education Minister of Mozambique and co-founder of The Elders, serve as Deputy Chairs.

The other members of The Elders are Lakhdar Brahimi, former Foreign Minister of Algeria and United Nations envoy; Gro Harlem Brundtland, former Prime Minister of Norway and former Director-General of the World Health Organization; Hina Jilani, international human rights defender from Pakistan; Ricardo Lagos, former President of Chile; Ellen Johnson Sirleaf, former President of Liberia and Nobel Peace Prize Laureate; Juan Manuel Santos, former President of Colombia and Nobel Peace Prize Laureate; Zeid Raad Al Hussein, former UN High Commissioner for Human Rights; and Ernesto Zedillo, former President of Mexico.
Our Themes of Work

The Elders' programmes are encompassed by three overarching themes:

Governance and Leadership
A shortage of principled and ethical leadership prevails at a time when global challenges require global solutions. These can only be achieved with solidarity and collaboration, and by seeing the common interest as the national interest.

Conflict, its Causes and Consequences
Peace, security and human rights are essential to the realisation of the Sustainable Development Goals. Securing peace requires courage, trust, dialogue and a willingness to work together.

Inequality, Exclusion and Injustice
When individuals are left behind, excluded or unfairly treated, they can become disenfranchised, disillusioned and are at risk of falling prey to the corrosive politics of populism and nativism. Conversely, when equality, inclusivity and fairness drive agendas, a more stable world can be built.

Our Programmes
We focus on six programme areas:
• Ethical Leadership & Multilateral Cooperation
• Climate Change
• Refugees and Migration
• Universal Health Coverage
• Access to Justice
• Conflict Countries & Regions

You can read more about each programme area [here](#).
The Secretariat

The Secretariat is a small London-based team of highly skilled and service-oriented team players, led by CEO David Nussbaum. David joined in 2016 and conducted a review of the first ten years of The Elders in advance of developing a new strategy which runs until 2022. The leadership team includes the Programmes Director role, which is also being recruited for at present and the appointed candidate is expected to join the final interviews for the Senior Programme Advisor appointment.

The Elders’ Secretariat offices are near Green Park station in London, England.

As you can observe in The Elders’ Annual Review the organisation is well-run and financially healthy but with big vision and aspirations for the future!
Senior Programme Advisor Role Description

Overview:

• Responsible for managing the development, implementation, monitoring and evaluation of programmatic activity, with a predominant focus on the conflict programme, working collegiately with other staff members of the Secretariat.

Line Manager:

• Programme Director.

Principal Responsibilities:

Research and analysis

• Research, analyse and monitor political developments in a range of conflict-affected or post-conflict countries of Elders’ interest. This will include analysis of underlying causes as well as of immediate drivers of conflicts, with a view to developing and implementing strategies for The Elders to make a specific contribution to ameliorating the relevant conflict situation.

• Undertake horizon-scanning of potential upcoming conflict-related situations where The Elders may be called upon to become engaged.

Development of peace building initiatives

• Building on research and networking, develop proposals for the Elders’ consideration for peace-building initiatives.

• Lead implementation of agreed initiatives through, for example, arranging meetings and country visits and accompanying Elders on visits and to events, briefing Elders orally and in writing, preparing detailed reports of country visits, drafting letters for the Elders and the CEO, consulting and coordinating with key partners, and assisting with preparation of communications materials, such as drafting statements, op-eds and tweets.

• Develop and implement methodologies to monitor and evaluate the impact of initiatives.
Policy analysis for thematic initiatives

- Assist and collaborate with colleagues leading on thematic Elders’ initiatives, such as climate change and health, through conducting policy and political analysis of relevant policies and political developments in priority countries, and identifying any relevant synergies.
- Take the lead on aspects of thematic initiatives if required.

Relationship building and representation

- Build on existing networks of contacts and maintain relationships with governments, civil society organisations, opinion-leaders, parliamentarians, academic institutions and think tanks, to aid research and analysis, develop collaboration and further Elders’ initiatives.

Other Responsibilities:

- Contribute to a positive and supportive working environment for the programme team.
- Manage specialist consultants providing advice to The Elders.
- Prepare written briefings and speaking notes for Elders, and contribute to other reporting as required.
- Prepare internal briefings for SMT members and colleagues, such as notes of meetings and updates on key developments.
- Undertake other duties as required by the organisation.
1. The Elders’ ways of working

The Elders’ main way of working can be generally described as political engagement and advocacy. The Elders occupy a space between the most senior levels of governmental decision making and civil society. The Elders have access to heads of state and government, yet they have close working relationships with civil society organisations and stand in solidarity with the most vulnerable people and communities. This positioning and the personal reputations of the individual Elders is their collective currency and must be used wisely and carefully.

The means The Elders employ include: writing letters to heads of state and government; quiet diplomacy and bilateral meetings; writing op eds, blogs, statements; delivering keynote speeches and participating in panels, roundtables and podcasts, in person and digitally; country visits including meetings with political leaders and civil society activists; sharing platforms with young people; media interviews; social media campaigns.

On conflicts, The Elders prioritise a small number of conflict areas for in-depth work at any one time to ensure that their work is focused and sustained. They may have occasional engagement on other topical conflicts, and sometimes work in collaboration with other organisations to do this. The post-holder should be flexible enough to prepare briefings on a wide range of topics but will need to be selective about retaining a strategic focus on a small number of issues, which necessitates declining requests for The Elders engagement.

The role of the Secretariat is to support the Elders’ work, and to propose what they might do. This calls for a staff team with a combination of initiative and humility, and the ability to accept and implement others’ decisions, to high standards. Programmatic activities often involve close collaboration with colleagues in the communications team, to deliver and maximise the impact of programmatic work.
2. Skills and Experience required:

We are looking for an experienced, senior policy professional with at least 15 years of relevant experience. They must be analytical, collegiate and collaborative, flexible, adaptive and energetic, and committed to the mission and values of The Elders. Candidates should possess a high level of personal initiative, have the ability to think strategically and to lead initiatives and manage all relevant aspects of implementation. This role calls for the following experience, skills and qualifications:

- An excellent understanding of a range of international conflict situations, with an extensive network of senior policy and political contacts, particularly in international institutions.
- Senior-level policy experience on global issues and conflict / crisis situations in international organisations, government, NGOs or development institutions.
- A track record of developing strategy, leading implementation of plans and activities, and achieving results.
- Experience of serving high-profile individuals, and collaborating with a range of organisations, to develop and influence policy.
- A flexible, collegiate style and willingness to work in a small, collaborative team.
- Strong diplomatic skills and keen international political acumen, experience of analysing complex global political situations, and the ability to operate with diplomatic finesse and agility across different cultural environments and world views.
- Confident in managing conflicting priorities and deadlines, and the experience and capabilities to handle high ambiguity and pressure successfully.
- Analytical, research and communication strengths, with the ability to understand, interpret and present complex and sensitive information from a variety of sources to high-level and public audiences.
- Good communication and listening skills with people at all levels, across a wide range of different kinds of organisations, with effective influencing and negotiating skills.
- Permitted to work in the UK. Able to travel internationally, sometimes at short notice.
- Excellent written and spoken English, including writing and editing documents for high-level audiences. Fluency in other languages is desirable.
- A strong commitment to ethical leadership and upholding, promoting and practising The Elders’ vision, mission and values.
How to Apply

The Elders is working with Macaulay Search to make this critical leadership appointment. The Elders are keen to attract a wide range of appointable candidates.

The successful candidate will be expected to be a regular presence at the London office; flexible work arrangements can be considered. An appropriate remuneration package will be offered, reflective of the experience of the candidate.

Applications should be sent by email to laura.bagley@macaulaysearch.com and must be received by 12pm on the Wednesday the 7th of October 2020. Please do also be in touch with Macaulay Search if you have specific questions about this opportunity.

Your application should comprise:

- A mandatory covering note of not more than two pages outlining how your skills and experience meet the requirements for the role, and including your motivation, mentioning why the work of The Elders in particular excites you.
- A full CV, including educational and professional qualifications, a full employment history showing the more significant positions, responsibilities held and relevant achievements.

The Shortlist Meeting will take place on the 16th of October. Selected candidates will be invited to interview on either Friday the 23rd or Monday the 26th of October 2020.

Final Interviews will take place on the 3rd of November and these interviews will involve a deeper two-way discernment process, offering you more space for questions and meeting additional members of the team.

The successful candidate will be expected to take up the post as soon as is reasonably possible.

Many thanks in advance for your consideration of this critically important Senior Programme Advisor opportunity and for taking an interest in the work and future of The Elders.