

Job Description and Person Specification

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive and you will be expected to undertake such duties as may be assigned to you by the Conservative Party or the Foundation from time to time. The Conservative International Department and WFD are a small team and staff are expected to be flexible in their work in order to deliver the objectives of the organisation.

Job title	In-Country Project Co-ordinator (Western Balkans) Conservative WFD Programme		
Contract type	Fixed term contract for services	Location	Skopje (Macedonia)
Starting salary	Competitive local salary	Contract length	6 months (with possibility of extension)

Context	
<p><u>The Foundation</u> Westminster Foundation for Democracy (WFD) is an independent political foundation sponsored by the Foreign and Commonwealth (FCO) and the Department for International Development (DFID) specialising in parliamentary strengthening and political party development. It does this primarily by supporting the development of parliaments, political party structures and civil society organisations.</p> <p>Established in 1992, WFD has supported transitions to democracy in central and Eastern Europe, strengthened multi-party democracies in Africa and extended its work to the Middle East and North Africa and Asia in recent years. For more information, please visit www.wfd.org</p>	
Main purpose of the role	
<p>The Project Co-ordinator for the Western Balkans Region will have responsibility for coordinating of the Conservative WFD projects in the region, which includes overseeing the full programme cycle from set up, planning and implementation, through to transition/end of project, as well as budget management and monitoring and evaluation. The Project Co-ordinator will also have responsibility for UK experts deployed on short and long-term missions in the region.</p> <p>This is a high profile programme for the Conservative Party (CCHQ) International Department and the Project Co-ordinator will play a central role in stakeholder management with partners in the region's parliaments (parliamentarians and senior secretariat staff) and political parties; international partners and the UK Embassies, in addition to CCHQ and WFD colleagues within the region if applicable.</p>	
Management and key relationships	
Staff managed¹	None
Reports to²	International Programme Manager
Key Relationships	
<ul style="list-style-type: none"> • Members of Parliament • Senior Secretariat staff of parliament 	

¹ Please note WFD reserves the right to increase or reduce the number of staff managed according to the needs of the organisation.

² Please note WFD reserves the right to change the line of management according to the needs of the organisation.

- International partners including KAS, HSS
- International community including the UK Embassy
- CCHQ London Office and WFD London Office

Main Duties

1	<p>Programme Management</p> <p>Coordinating the full programme cycle utilising standardised programme management tools including, work breakdown structures, project logic, outcome matrix, logframes, etc.;</p> <p>Regularly consulting and working with the programme's local partners and stakeholders to tailor activities against set objectives.</p> <p>Undertaking the following tasks:</p> <ul style="list-style-type: none"> • Contribute to political economy analysis of the region or specific countries within it • Conduct programme activity follow-up with direct and indirect beneficiaries • Support long- and short-term international experts visiting the region • Review progress of programme according to WFD's monitoring and evaluation guidelines • Coordination and planning of inward and outward visits • Source suppliers for delivery of programme activities • Develop and apply programme communication's strategy • Maintain an up-to-date risk register • Properly apply WFD's risk management policy and procedures in own areas of responsibility and assess and manage risk appropriately, particularly when operating outside WFD's stated 'risk appetite'
2	<p>Programme stakeholder management</p> <ul style="list-style-type: none"> • Establish trust with key stakeholders, member parties and the UK Embassies • Develop and maintain stakeholder mapping • Consult and work with the programme's beneficiaries and partners to ensure buy-in for the programme in its design and implementation • Establish and maintain key donor and implementing agencies relations, such as KAS, NDI, IRI and HSS • Work closely with the International Programme Manager at CCHQ
3	<p>Financial Responsibility</p> <ul style="list-style-type: none"> • Responsible for profiling, forecasting and coordinating the programme budget • Responsible for keeping track of finances and expenditure • Responsible for accurate and timely financial reporting to CCHQ and WFD • Responsible for ensuring that expenditure incurred in country complies with HMRC standards and policies
4	<p>Reporting and analysis</p> <ul style="list-style-type: none"> • Research, analyse and report on trends on political party and parliamentary practices, and political reform issues and developments in the region • Research and prepare policy advice relating to the programme and on new policy issues and priorities in the region • Undertake information gathering for the Conservative International Department and other analysis as required by CCHQ or WFD
5.	<p>Risk Management</p> <ul style="list-style-type: none"> • Properly apply WFD's risk management policy and procedures in area of responsibility and assess and manage risk appropriately, particularly when operating in areas outside WFD's stated 'risk appetite' • Ensure that an appropriate system of risk management is maintained and to escalate matters of 'high risk' to the International Programme Manager

Person Specification

Knowledge, skills and experience

	Requirement	E/D³	Evaluation⁴
	Educated to degree level in a relevant discipline, such as political science, law, social development, public administration or international relations	E	Application
	Thorough knowledge of the political environment of the Balkans & Regional languages	E	Application and Interview
	A sound understanding of parliamentary and political systems	D	Application and Interview
	Experience in designing and implementing programmes. This should ideally include programmes related to democracy development work	E	Application and Interview
	Proficient in spoken and written English, necessary to produce proposals and reports and to present them to CCHQ/WFD, UK Embassies and to local partners and other stakeholders	E	Application and interview
	Thorough understanding and experience of financial management and numerical competency	E	Application and Interview
	Experience of gathering and consolidating information for monitoring and evaluation purposes	D	Application and interview
	Experience of producing programme reports with analysis and documentation of outcomes and programme learning	E	Interview
Competencies⁵			
	Requirement	E/D	Evaluation
	Credibility and confidence to lead programme implementation and coordination	E	Application and Interview
	Flexibility to work in a fast changing environment with the ability to manage and prioritise a range of operational, financial and administrative responsibilities	E	Interview
	Good judgement in taking decisions where there is sometimes no precedent	E	Interview
	Highly organised, with the ability to work independently and effectively, and drive to manage workload, with limited supervision	E	Application and Interview
	Ability and confidence to multi-task in an international environment	E	Interview
	Strong diplomatic skills and ability to influence and negotiate with senior officials, politicians, and representatives of international organisations and NGOs, as well as with suppliers	E	Application and Interview
	Demonstrated ability to capture lessons learnt to inform new ways of working and identify future opportunities and challenges	E	Interview
	Achieves a level of delivery which exceeds expectations and enhances the reputation of the organisation and promotes the programmes' successes	E	Application and Interview
	Highly discreet and capable of managing confidential information with great professionalism	E	Interview

³ Essential or desirable

⁴ This is relevant for recruitment purposes and sets out how a candidate will be assessed against requirements. Options are application form (App), interview (Int) or test (Test)

⁵ Competencies articulate the behaviours which an organisation expects its staff to demonstrate in the course of their work both to reflect organisational values and add significance and worth.

How to apply

Please submit your CV and cover letter to international@conservatives.com with the subject "Western Balkans Project Coordinator Application" by midnight on Sunday 12th August at the latest (early applications are welcome).

Please note that, due to the large number of applications that we receive, we are not able to acknowledge receipt of all applications. If you have not heard from us by Friday 31st August, please assume that, regrettably, your application has been unsuccessful this time. We welcome applications from all sections of the community. We value diversity and appoint on merit.

Closing Date: 12th August 2018