



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: International Strategy and Partnerships Manager

Department/Division: UKRI GCRF Gender, Justice and Security Hub, Centre for Women, Peace and Security **Accountable to:** Chief Operating Officer

Competency	Criteria	E/D
Knowledge and Experience	Experience of managing networks with multiple members across diverse locations	E
	Experience in overseeing contractual agreements or contracts, monitoring deliverables and ensuring compliance	E
	Excellent leadership skills, with experience in developing individual and group capacity	E
	Experience in stakeholder management or stewardship	E
	Excellent IT skills, including demonstrable knowledge of Microsoft Office, and programmes for financial and project monitoring and reporting	E
	Experience in leading and implementing a successful communication or engagement strategy	D
	Qualification in Managing Successful Programmes (MSP), PRINCE2 Foundation or Practitioner, or Agile Project Management Foundation or Practitioner.	D
	Experience in a strategic management or communications role in an academic context OR in the field of women's / human rights / international development	D
	Experience in using a Logical Framework	D
	Experience of working with partners in the Global South	D



Communication	<p>Excellent written and verbal communication skills and command of English.</p> <p>Experience of drafting policies or procedures and producing high level materials such as legal or compliance documents, Board papers, in accessible language and formats</p> <p>Demonstrable experience of report writing and showcasing analytical skills</p> <p>Ability to proof-read and format documents to high standard within style and brand guidelines.</p> <p>Ability to handle confidential and sensitive information</p> <p>Experience in presenting proposals and ideas to stakeholders</p> <p>Ability to communicate in Arabic, Spanish, Tamil or Sinhala.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
Planning and Organising Resources	<p>Experience of designing and implementing systems and procedures to ensure the effective and timely delivery of information and reports</p> <p>Ability to manage a diverse workload, working to tight and often competing deadlines.</p> <p>Ability to maintain records effectively and accurately, in a manner that they can be used by others.</p> <p>Ability to keep work practices, systems and procedures under on-going review and update and amend as required.</p> <p>Experience of financial management</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Initiative and Problem Solving	<p>Experience in exercising initiative in selecting a course of action to solve day to day problems as they arise to recognise when a problem should be referred to others</p> <p>Good risk-management capabilities, with the capacity to anticipate and respond to emerging issues</p> <p>Proven ability to think creatively and propose new strategies and ideas to advance the objectives of multiple projects</p> <p>Ability to think calmly and creatively to generate possible solutions to problems.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>



	Ability to adapt to changing circumstances and deadlines.	E
Teamwork and motivation	Experience of taking a leading role in a team, motivating peers and other colleagues (outside of line management responsibility)	E
	Experience of networking and managing constructive relations with professionals in the academic, policy, governmental, and NGO sectors	E
	Commitment to developing constructive working relationships with colleagues within the Hub and the School.	E
	Experience of working with colleagues based in other locations and awareness of issues which may arise	E
	Experience of providing professional training or mentorship, to develop skills and maximise individual capacity and group performance	D
Service Delivery	Exceptional attention to detail with the ability to spot errors, inconsistencies and ambiguities in all aspects of work	E
	Ability to provide a high standard of service in a timely manner in response to internal and external requests.	E
	Experience of reviewing processes and procedures and leading of change to improve outcomes, reduce costs or improve efficiency.	E
	Experience of devising and initiating evaluation mechanisms and leading on implementing change	D

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.