Job Specification: Global Partnerships Advisor

Department:	Government Relations and Partnerships
Scale:	HQ
Line managed by:	Government Relations, Partnerships and Strategy Director
Responsible for line managing:	-
Location:	MAG HQ, Manchester, UK

MAG's Vision: A safe and secure future for men, women and children affected by armed violence and conflict.

MAG's Mission: MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for development.

Job Purpose:

- **Coordination:** Develop systems, tools, policies and processes that will strengthen MAG's capacity to assess, develop, manage and monitor local, national, regional and international partnership in line with best practice and donor expectations.
- **Capacity Building:** Train and support personnel working with and responsible for partnership activity, in order to improve organisational capacity to develop and manage partnership activity within a given country or regional context.
- **Strategy:** Build effective partnerships that can inform the development of MAG's strategy in this area, including development of MAG's global partnership strategy, informed by field-level observations and practice.
- **Support:** Work closely with HQ and Country Programmes teams to ensure the delivery of partnership activity in line with relevant donor terms and conditions.
- **Coordination:** Support the coordination of a large and multifaceted portfolio of country, regional and international partnerships, ensuring effective information flows to assist lessons learning, continuity and efficiency of delivery.

Job Description

- To work across departments, appropriate partner organisations and other actors to develop a comprehensive partnership strategy that will enable the delivery of MAG's partnership ambition, as outlined in our Strategic Direction 2018-2022
- Develop a partnership framework to enable oversight and coordination of MAG's partnership portfolio, monitoring key developments and provide updates and analysis to inform management decision making.
- Develop and/or strengthen policies and processes to enable the effective identification, due diligence and development of partnerships in line with MAG values, risk appetite, donor requirements and in keeping with sector best practice.
- Working with country programme teams, build the capacity of prospective and current partners, developing and implementing training packages, running workshops and training to enable partnership ventures in line with MAG policies and values, contractual obligations, and organisational risk appetite.
- Work closely with MAG's Safeguarding Lead to ensure best practice in Safeguarding is reflected in partner processes and contracts, and act as a focal point for safeguarding to ensure that all incidents are reported to donors in a timely and compliant manner
- Work closely with Government Relations, Programmes, Organisational Development Team (ODT) and other departments to coordinate a large and multifaceted portfolio of country, regional and international

partnerships. Ensure effective information flows to assist lesson learning, continuity and efficiency of delivery. Provide regular updates on key developments to relevant stakeholders so that local and international developments are well connected.

- Maintain an oversight of MAG's partnership portfolio, supporting programmes to monitor performance in a range of operating contexts, undertaking and/or supporting evaluation.
- Working with relevant departments, maintain an oversight and sense of key risks pertaining to partner activity, advising relevant stakeholders on risk mitigation measures.
- Undertake training of MAG staff at country and regional levels to ensure the awareness, understanding and application of tools, systems, policies and processes needed to manage partner activity
- Act as a focal point for partner led and/or wider donor framework activity providing inputs to ensure expectations of MAG are met. Disseminate business intelligence and possible opportunities to relevant stakeholders internally.
- Support the development of project proposals and donor reports, as required.
- Engage with MAG's external environment in a coordinated way that enhances our reputation as a partner of choice across the humanitarian and development sector.
- Monitor sector trends, advising management on the implications for MAG's global partnership activity and ambitions. Maintain an in-depth understanding of sector policy to ensure potential implications for MAG are understood and opportunities taken.
- Work closely with Policy and Communications Teams to advise on the development of products and content that will effectively communicate MAG to target audiences in line with donor messaging, partnership strategy and wider priorities.

All HQ staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives.
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities.
- Travel overseas to support MAG programmes as and when required.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference

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Person Specification

Essential Experience

- Donor and partner engagement and representation in humanitarian or development contexts
- Managing humanitarian and development activity implemented via local or international partnership
- Working on partnerships lead by large INGOs/development contractors
- Experience and contextual understanding of working in developing countries
- Experience of designing and delivering training for a range of audiences
- Experience of creating, developing and implementing high quality policies, procedures and guidelines in a complex, diverse organization
- Project management experience

Essential Skills and Knowledge

- Understanding of donor procurement models and ability to work under pressure to persuasively communicate activity in proposals
- Understanding of key sector trends, and how these are driving a greater emphasis on local partnership working
- Strong organisational skills with the ability to manage and prioritize a heavy and varied workload.
- The ability to communicate with clarity and credibility on paper and face-to-face
- Experience of ensuring contract and legal compliance of project activities
- Ability to collaborate and influence internal stakeholders across a range of functions
- Excellent attention to detail with the ability to produce high quality proposals and reports
- Highly self-motivated and able to work autonomously, take initiative and make decisions

Essential Aptitude

- Ability to work and influence beyond authority, motivating colleagues and stakeholders to support change
- Analytical mindset, able to effectively make sense of contractual commitments and effectively advise stakeholder on their meaning and implications.
- Ability to actively support team members and colleagues and facilitate their engagement and compliance with policies and procedures
- Able to get alongside team and colleagues, often located remotely, to support and encourage practice
- Ability to communicate complex information in an accessible and meaningful way that affect change
- Ability and willingness to travel internationally sometimes at short notice
- The ability to demonstrate integrity throughout the decision making process.
- Able to demonstrate sound judgement based on evidence, knowledge and understanding
- Encourages positivity and has a solution-focused, proactive and optimistic approach to work
- Interest in and commitment to MAG's humanitarian mandate

Desirable

- Relevant second language skills – i.e. Spanish, Arabic, French, Portuguese
- Understanding of Mine Action programme, processes and operational methodologies
- Relevant experience in the humanitarian Mine Action sector

Signed employee:	**Date:**
Signed manager:	**Date:**