Job Specification: Head of MAG Europe

Department:	Policy and Strategic Partnerships
Scale:	UK Grade 6
Line managed by:	Director of Policy and Strategic Partnerships
Responsible for line managing:	Strategic Partnerships Manager
Location:	Europe – with frequent travel to Brussels

MAG's Vision is a safe future for women, men and children affected by violence, conflict and insecurity. People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

MAG's Mission is to save lives and build safer futures. We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

MAG's Values. Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

DETERMINED - we work with purpose.

EXPERT - through excellence and expertise we build trust.

INTEGRITY - we strive to do the right thing.

COMPASSION - people come first in everything we do.

INCLUSIVE - we are inclusive, and we value diversity.

Job Purpose:

The role of Head of MAG Europe is newly created, and will focus on **strengthening MAG's presence in Europe, ensuring strong relationships with key stakeholders,** and positioning MAG to achieve our aim of extending our influence and impact.

The role leads on the engagement and strategic development of MAG's European presence, with a focus on representation, institutional fundraising and advocacy within the European Union. Under the guidance of the Director of Policy & Strategic Partnerships (DPSP) and in close collaboration with the Head of Strategic Partnerships, they will develop an integrated strategy encompassing the European Union and its Member States, with clear objectives and priorities. They will be responsible for regularly exploring future needs, opportunities and risks to provide the basis for recommendations in relation to MAG's long-term European presence and structure.

The incumbent will work closely with MAG programmes, the wider PSP team, other relevant departments (such as communication) to develop cross-organisational European engagement, including at the country Delegation level, and informing external communications.

The role has one direct report. The Head of Strategic Partnerships is a key relationship within the team, and both roles are expected to work closely together to ensure a consistent and coordinated approach to strategic partnerships.

As part of the management team of the Policy & Strategic Partnerships department, the role will coordinate with the wider PSP Team to contribute to design and deliver institutional fundraising and international policy organizational objectives within the humanitarian disarmament sector.

Job Description

Strategic leadership and external engagement

- Work with the PSP Director, wider PSP team, other relevant departments, and MAG programmes to develop and deliver a 2-year strategy for MAG's European engagement.
- Represent MAG with key external stakeholders, articulating MAG's organisational experience and expertise in line with donor programming and policy and advocacy priorities.
- Raise MAG's profile through engagement with European policy networks and participation in relevant fora.
- Work with programmes to support strategic engagement with relevant in-country stakeholders and develop consistent organisational messaging.
- Strengthen MAG's network of European contacts to raise MAG's profile and complement partnerships work by PSP and Programmes colleagues.
- Ensure MAG's Europe engagement is planned and delivered in line with MAG's 2024-28 Strategic Framework and, as a member of MAG's global leadership team, contribute to implementation of relevant aims of the Strategic Framework.

Research, Analysis and New Business

- Lead on monitoring and researching European opportunities that will enable diversification of MAG's activities / programme footprint in line with department and organisational priorities.
- Work with their direct report to monitor within relevant sectors / donor communities, disseminating engaging and relevant analysis to relevant stakeholders.
- Support development of proposals and concept notes where needed.
- Provide strategic input and support with regards to the development of emerging programme opportunities based on MAGs strategic development priorities
- Identify and feed into sector and organisational policy to ensure potential implications for MAG are disseminated and understood.

Management

- As part of the management team of the PSP departments, provide leadership and strategic input across the breadth of the department, and broader organisational discussions as required.
- Provide leadership and line management to direct reports, including ensuring the setting of clear objectives, regular feedback and development opportunities, and completing annual performance appraisals.
- Support the Director PSP to keep MAG Belgium and MAG (UK) Board informed of recommendations and development.
- Represent MAG UK at the MAG Belgium Board.
- Provide timely progress reports against operational work plans to the Director of Policy & Strategic Partnerships, the Leadership Team and Global Leadership Team as required.
- Manage budgets and team resources effectively.
- Support departmental annual business planning processes and ensure support and input to relevant components of regional and country business plans.

Safeguarding, Health, Safety and Security

- Ensure alignment with MAG's safeguarding, health and safety and security policies and frameworks.

All 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
- Undertake and apply learning from appropriate training and development programmes.
- Travel overseas, sometimes to developing countries and areas in conflict, as and when required.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- 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.

Person Specification

Essential Experience

- Demonstrable experience of high-level donor representation and strategic engagement
- Experience of either overseas programming in any or all of the humanitarian/development/peacebuilding spheres or experience of humanitarian disarmament/mine action,
- Experience of identifying and developing funding opportunities leading to tangible outcomes
- Experience of stakeholder mapping and influencing with demonstratable results
- Proven ability to build, manage and develop relationships with key external and internal stakeholders.
- Experience of strategy development and implementation
- Experience of managing and developing a team

Essential Skills and Knowledge

- Knowledge of European donors and the European political environment
- Knowledge of funding and policy trends in relation to conflict and development
- Good global geo-political understanding; up to date with current affairs.
- Fluency in at least one European language (e.g. French, Spanish, or Dutch) in addition to English
- Excellent project management and organisational skills
- Excellent verbal and written communication skills, including the ability to review proposals, budgets, reports and other communications.
- Outstanding collaboration, influencing, and negotiating skills

Essential Aptitude

- Ability to engage with senior political and Government figures with credibility and authority.
- Ability to demonstrate initiative, be proactive and offer a solution-oriented approach.
- Ability to work at pace and with a range of competing demands.
- Determined and committed to high quality standards.
- Interest in and commitment to MAG's humanitarian mandate.
- Cultural sensitivity: ability to work effectively with and support people regardless of age, sex, ethnicity, or any other difference.

Desirable

- Experience/knowledge of humanitarian disarmament policy and programming
- Experience of senior leadership at programme level

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

December 2023