

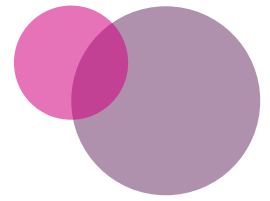
Director of Programmes, Partnerships and Advocacy

Candidate Pack



EMBRACE
the Middle East

Welcome



Thank you for taking an interest in Embrace the Middle East and this important role in our organisation, Director of Programmes, Partnerships and Advocacy.

We are looking for someone who can bring to Embrace a wealth of international development partnership and grant making experience, alongside their passion and skills to drive and develop Embrace's public and private advocacy. Like everyone else at Embrace you will be fired up by our mission, and in tune with our values.

After 10+ years leading our partnership work, our current Director of Programmes, Partnerships and Advocacy, Jamie Eyre will succeed Tim Livesey as our new CEO later this year. With this transition now underway, we are turning our attention to the development of our programme and advocacy work and the recruitment of a new Director.

We will continue our journey walking and working with local Christians in the Middle East, providing grants and connecting Christians in the UK to their brothers and sisters in Egypt, Israel and the Occupied Palestinian Territories, Lebanon, Syria, and Iraq.

We are a tight knit team of talented, driven

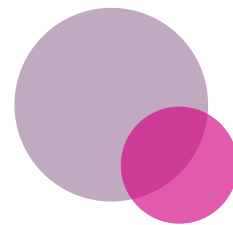
people committed to doing things differently. We hold ourselves mutually accountable to work collaboratively, and in accordance with our values – compassion, integrity, trust, respect. We care about what we do. We care about each other. We go the extra mile. We are resilient, as well as flexible; passionate, as well as professional. Embrace means a great deal to us. Our partners inspire us every day. We try to do everything well, whilst enjoying everything we do (or almost everything!).

If you have the skills and experience we are looking for - and a heart for creative, collaborative, and committed, Gospel inspired work that changes lives - we want to hear from you. In return, we can offer you an enriching personal experience of making a difference, and building enduring social capital within the Embrace family, and across the Middle East.

If that speaks to you, and what you are looking for, we very much look forward to meeting you.

For an informal chat about the role and working for Embrace the Middle East, please contact Jamie Eyre at vacancies@embraceme.org.

About Embrace the Middle East



2024 marks the 170th anniversary of Embrace the Middle East.

We are celebrating 170 years of close partnership and relationship with local Christians who, through their churches and local civil society organisations, are serving some of the most marginalised and excluded communities in the Middle East.

Our vision is rooted in, and inspired by, the Gospel, in particular Christ's invitation to care for those most in need. Every person is created in the image and likeness of God and is deserving of the dignity bestowed on them by God.

Ours is a vision of faith, hope and love in action: where there is a need for refuge, a home however temporary, for education, for safeguarding, for economic empowerment, for justice and human rights – we, with our partners, want to respond. We do this by building strong and lasting partnerships, nurtured by mutual respect and a shared commitment to excellence. We are inspired

by our partners courage, their integrity and their hopeful response to our shared Christian calling to serve with generosity the most marginalised and excluded.

With the help of existing and new supporters, donors, volunteers, and especially younger people prepared to engage with the lived reality of our partners in the Middle East, we want to trace the arc of Embrace's history of compassion in action, which began 170 years ago in 1854, long into the future.

Our 5-year strategy tells the story of how we begin to do that. It is the fruit of deep reflection and open consultation especially with our regional partners. We hope you will feel inspired to join us in the journey, supporting Christians working to transform the lives of some of the most marginalised and excluded communities in the Middle East.

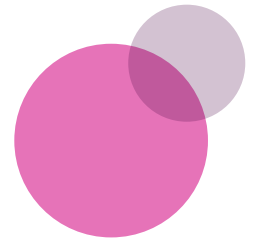
“Whatever you did for one of the least of these brothers and sisters of mine, you did for me.”

Matthew 25:40



Left to right: The aftermath of the earthquake in Syria | Caritas Jerusalem mobile medical clinic, Gaza | The Olive Tree Project

About the Director of Programmes, Partnerships and Advocacy



The Director of Programmes, Partnerships and Advocacy will lead a team of experienced programme and partnerships managers.

Annually, our programme team guide our relationships with a portfolio of 45 local partners, supporting them in their social witness through a £2.4m programme of grants, and capacity support.

We are committed to sustaining and developing local Christian social witness in the Middle East. Walking alongside our partners, working to deliver excellence, build resilience and learn together.

The Director will also lead the development of our advocacy work, collaborating closely with the CEO and Director of Fundraising to develop our policies, messaging and strategy to increase our reach through effective lobbying and campaigning consistent with our theory of change, and strategic vision and mission.

This cross-cutting work will include working with our programme team, our communications team, and church engagement team as part of a shared approach to advocacy, campaigning, and public engagement.

Advocacy is a growing part of our work, inspired and guided by the voices of our partners – primarily speaking and acting in relation to:

- the presence and role of Christians in the Middle East
- issues of peace, justice and equal rights in Israel and Palestine
- refugees and internally displaced people across the Middle East

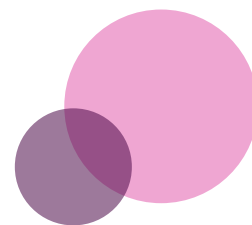
Informed by Christian voices from the Middle East, we engage with Bishops and church leaders, politicians, and with our engagement team seek to educate and mobilise the UK public.

Resources will be available for the Director to recruit a dedicated advocacy team member to complement their skills and support them and the team to achieve Embrace's advocacy aspirations.



Left to right: Caritas Jerusalem's Mobile Medical Centre, Gaza | SIRA School, West Bank | Episcocare education support, Egypt

Our Projects



Part of the beauty of our partnership portfolio is its breadth.

We support leaders overseeing a wide range of projects across multiple sectors, representing different church denominations and working in vastly different contexts and cultures. Through these partnerships we aim to reach and serve a range of excluded and marginalised groups.

There is no such thing as a typical Embrace partnership, some examples are listed below:

Our Egyptian partner **Think and Do** run 'Life Schools' in rural communities in Upper Egypt transforming women's lives by teaching them to read, write and develop a marketable skill which they can use to generate income for their family. Literacy not only empowers women living in a very patriarchal culture; it equips them to supplement their children's often meagre education. The ripples can transform whole families and even communities.

Tahaddi is a Christian inspired NGO working in an informal settlement in Beirut providing education, psycho-social and welfare support, access to healthcare and vocational opportunities for children, youth and parents – many disenfranchised refugees - living in extremely vulnerable circumstances without help from the state. We support different aspects of Tahaddi's

work – including an inclusive education programme tailored to the needs of young students with disabilities - which we have seen grow exponentially in response to the growing needs of the community, and despite (or because of) the spiralling economic and political crisis in Lebanon.

Children as young as 12 are taken from their family homes across the West Bank in the early hours of the morning by the Israeli military to be interrogated. and in many cases, incarcerated. We support the **East Jerusalem YMCA** in providing counselling and rehabilitation to children suffering from PTSD. Experienced counsellors and social workers are working with traumatised young people to help them and their families come to terms with what has happened, to regain some control over their lives and to reintegrate into school and community.



Left to right: Think & Do Life School, Egypt | Tahaddi healthcare, Lebanon | A YMCA therapy session for young people in Palestine

Purpose of the role and job description

The Director of Programmes, Partnerships and Advocacy is responsible for leading the planning, development and implementation of Embrace's partnerships, advocacy, and grant-making as we seek to sustain and develop Christian social witness in the Middle East.

She/he will foster collaborative relationships with all colleagues, provide leadership to the Programme, Partnerships, and Advocacy team, and develop our advocacy reach across the UK, representing Embrace in public fora and working closely with the Chief Executive and other members of the Leadership Group in the strategic management of the charity.

1. Partnerships and Programmes

- Lead the charity's partnerships team, grant-making operations, providing inspiring leadership and operational direction aligned with Embrace's strategy and theory of change.
- Oversee the implementation and development of our partner due diligence and regulatory compliance, and the effective monitoring and evaluation of funded projects, working with Programme Managers to maintain a consistent and effective approach across our partnerships.
- Support Programme Managers in maintaining and developing relationships to build trust, shared understanding, and impact. Including investing personally in building relationships with a wide range of senior partner stakeholders.
- Oversee implementation of the annual grant budget in accordance with agreed grant-making targets and the charity's overall budget.
- Monitor and be accountable to the CEO and the Board for all programmatic delivery, including the regular assessment of impact, and collation of data to inform strategic direction and operational activities.
- Support the Director of Fundraising in resourcing colleagues to raise funds from trusts, foundations and Embrace supporters.

2. Advocacy and Influence

- Drive the development of Embrace's public and private advocacy, increasing our reach through effective lobbying and campaigning consistent with our theory of change and strategic vision and mission. Working in close collaboration with the Director of Fundraising and the CEO.
- Steward and develop senior contacts relevant to our advocacy and influencing work, including Bishops, senior church leaders and Christian figures, and politicians, working closely with Church Engagement colleagues.
- Encourage and oversee cross team collaboration in the delivery of advocacy, campaigns, and wider public engagement.
- Collaborate with the Director of Fundraising - ensuring quality and cohesion of messaging, and monitoring the integrity, quality, and impact of Embrace's advocacy.
- Seek out opportunities to advocate for Embrace and its work in public fora and in the media.
- Monitor and be accountable to the CEO and Board, alongside the Director of Fundraising, for advocacy delivery, including ensuring appropriate reputational safeguards are in place and providing regular assessment of impact.

3. Strategy and Leadership

- As part of the Leadership Group, contribute to the shared leadership and strategic management and planning of the charity with a particular emphasis on building a strong, inclusive, enabling working environment in which all staff feel safe, appreciated, and where they are able to develop, contribute to the best of their ability and see that contribution appropriately recognised and rewarded.
- Support the CEO in managing risk across the charity's operations and particularly in areas relevant to programmes (travel, safeguarding, finance) and advocacy (reputation).
- Attend Embrace Board meetings and committees as required, leading the preparation and servicing of the Programmes and Public Engagement Committee in consultation with the Chair and CEO.
- To foster the existing strong ethos of collaborative working across the organisation, working closely with the Directors of Fundraising and Shared Services and Head of HR and Culture, to create a unified approach and a dynamic inclusive culture to which all are encouraged to contribute.
- Model the charity's core values of trust, respect, integrity and compassion to staff, supporters, and other stakeholders.
- To be confident in articulating the Christian vision and values of Embrace the Middle East whilst showing respect for others of different faiths or no faith.

4. Team Leadership and Management

- To provide inspirational leadership to the team, empowering them to support the Charity in every way possible to fulfil its vision and charitable aims, equipping the team with the necessary blend of skills and experience to ensure operational excellence whilst encouraging innovation, creativity, boldness, and a sense of enjoyment.
- Promote, within the programmes and partnerships team, and more widely, a process of continuous professional development in Development, Advocacy, and International

Cooperation, keeping abreast of sector developments, trends, and best practise.

- Line manage team including weekly and monthly catch-up meetings and annual performance appraisal reviews to ensure efforts aligned with team goals and organisational strategy.
- Develop a spirit of collaboration and co-operation between the team and the wider community of Embrace.
- Set and exercise control over P&P budgets and monitor expenditure monthly.

5. Support the Charity in every way possible to fulfil its vision and charitable aims

- Have a duty of care for colleagues bringing any concerns promptly to the notice of HR in the first instance.
- Model the Charity's core values of excellence, accountability, respect, integrity, trust and Compassion at all times.
- Ensure you fully understand and uphold your safeguarding responsibilities and trust inherent with your role
- To maintain professional boundaries with those you come into contact with and avoid behaviour which might be misinterpreted as inappropriate use of the trust inherent with your role at Embrace.
- Undertake training as required to keep up to date with the changing requirement of the role.
- Adhere to Embrace's policies & procedures at all times.
- To maintain sympathy with the Christian character of the Charity.
- Develop and maintain excellent working relationships with colleagues throughout the charity.
- Be proactive in reviewing and evaluating own performance and identifying and acting upon areas for improvement and development.
- Undertake, as required, any other duties compatible with the level and nature of the post.

Person specification



Ideal candidates will have...

- International development programme management experience, including granting management and making, experience of working with regulatory requirements (ie terror vetting and sanctions), team management and leadership experience, developing and working towards organisational objectives.
- Developed and implemented effective advocacy campaigns to raise awareness, cultivating relationships and influencing senior external stakeholders including Christian and church leaders, Bishops and politicians, engaging them to advocate and bring change on issues such as, justice and human rights.
- Worked with complex policy issues in a highly politicised setting.
- Worked collaboratively with colleagues, stakeholders to develop and successfully implement long-term, strategic plans.
- Acted as a spokesperson in public forums and/or in the media
- Worked with communities and with people who have lived experience of injustice and marginalisation.

Ideal candidates will be:

- Comfortable with complexity and able to quickly digest and simplify complicated or nuanced policy or legal issues in a way that others can understand.
- A strategic thinker, capable of scanning the horizon for threats and opportunities, identifying effective pathways to potential positive impact.
- A relationship-builder, able to support their Team and the organisation by building and maintaining relationships with external partners, including with church leaders, parliamentarians and other influential political or policy decision makers and civil society partners.
- Inspired by the Gospel to support and sustain local Christian organisations to deliver high-impact programmes to benefit communities in need of assistance.
- Highly collaborative, team player prepared to contribute to the overall success of the organisation.
- Have a sympathy with Embrace's Christian inspired values, vision and ready with compassion and commitment to serve and work to support Embrace's Christian mission.
- Because of the essential Christian context of the role, it is subject to an occupational requirement under the Equality Act that the post-holder be a practising Christian.
- Willing to carry out overseas travel to the region 5 weeks in a year.

OTHER DETAILS AND NEXT STEPS

Job particulars:

Job Title:	Director of Programmes, Partnerships and Advocacy
Location:	This is a hybrid-role with the requirement to work at Embrace's office, in High Wycombe, at least 2-3 times a month to build and maintain team cohesion and collaboration.
Contract basis:	Permanent / Full-time (36.5 hours per week)
Hours of work:	8:30am – 5:00pm with the option to work flexi-hours (see details below). Compressed hours will be considered.
Probationary period:	6 months

Salary & Benefits:

Salary: £60,000 - £65,000 per annum.

Benefits:

- To support every member of staff to work as effectively as possible, Embrace offers remote and flexible working arrangements. This includes flexi-time and home-working arrangements.
- Flexi-time - start work between 7:30am – 10:00am and finish between 3:00pm – 6:00pm. Our core collaborative working hours are between 10:00am to 3:00pm.
- Working from home allowance of £312 per annum.
- Pension - option to join from day 1. Maximum employer contribution of 10%
- Holiday - 30 days, including 8 bank holidays – rising to 31 days after 5 years' service and 32 days after 10 years' service, plus 3 days leave between Christmas and the New Year
- Life Assurance - 3x salary.
- Access to retail discount portal.
- Employee Assistant Programme (confidential counselling, legal and financial advice) - available 24 /7, 365 days a year
- Training and development programme for all employees.
- Commitment to staff health & wellbeing.

How to apply:

To apply for this role, kindly send through a completed online application form via the link below and attach a copy of your CV.

[Online application form](#)

The closing date for applications is **Thursday 30 May 2024**.

Should you wish to discuss this role, please contact Embrace's Head of HR and Culture at vacancies@embraceme.org.

Candidates shortlisted to the first interview will be contacted within 5 working days of submitting their online application form. First interviews will be conducted by Embrace's current Director of Programmes, Partnerships & Advocacy and Head of HR & Culture using Teams during weeks commencing; 13th, 20th and 27th of May. Second interviews will be held at Embrace the Middle East's head office in High Wycombe during week commencing 10 June.



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