

Head of Strategy and Planning

Full-time, permanent role
London, UK

About The Elders

The Elders was founded by Nelson Mandela in 2007 as an independent group of global leaders working for peace, justice, human rights and a sustainable planet. There are 11 active Elders from Africa, Asia, Europe, Latin America and the Middle East. The group has been chaired since 2018 by Mary Robinson, former President of Ireland and United Nations High Commissioner for Human Rights. Previous chairs were Desmond Tutu and Kofi Annan.

The Elders operate through private diplomacy and public advocacy; they use their experience, influence and access to heads of state and government to engage politically, and their connections to civil society to stand in solidarity with the most vulnerable people and communities.

The Elders launched a new strategy for 2023-27 in January. The strategy focuses our work on existential threats to humanity that require a collective response - the climate crisis, pandemics, and nuclear weapons. We also work on conflict, a threat in itself and a risk factor for other threats. Drawing on our values and our mandate from Nelson Mandela, we incorporate four cross-cutting commitments across these four programme areas - multilateralism, human rights, gender equality and women in leadership, and intergenerational dialogue.

Supporting the Elders' work is a Secretariat of around 20 staff. The team is based in London, although is now diversifying to gradually hire staff in other countries, to better reflect the Elders' global membership and mandate. The work calls for a combination of initiative and humility, the ability to accept and implement Elders' decisions to high standards, and significant flexibility and teamwork. We have specialists in all our programme areas, alongside communications professionals and those who operationalise our work and the Foundation as a whole.

More information about The Elders, our strategy and work can be found at www.theelders.org

Role Overview

This is a new role created to coordinate the Secretariat's support to Elders for implementation of their new strategy for 2023-27.

The post-holder will work closely with the CEO and the Senior Management Team (CEO and three Directors) to coordinate support for implementation of the strategy, including through leading on

operational planning, and aspects of the strategy that do not fall obviously to one of the three Secretariat teams (including some aspects of external relations).

The post-holder will report directly to the CEO.

Main Duties and Responsibilities

Strategy

- Coordinating the tracking of implementation of the strategy (including leading on tracking progress with the strategic goals)
- Coordinating the tracking of implementation of decisions made at Elders' Board Meetings
- Assessing major new external developments that may require changes in the strategy, and the implications of that for reprioritising existing work
- Leading on risk management, including assessing the major external and internal risks to successful implementation of the strategy
- Supporting the Director of Programmes on impact assessment, including how to synthesise the main impact messages for stakeholder and public audiences
- Commissioning and overseeing an independent mid-term review of the strategy in 2025, and application of its conclusions to the remainder of the 2023-27 strategy period
- Supporting the CEO in the design and execution of the next strategy review in 2027

Planning

- Leading the preparation of an annual Operational Plan to prioritise Secretariat support to Elders for implementation of the strategy
- Managing the operational planning process in-year
- Managing the content of Elders' Board Meeting agendas, and coordinating recommendations to Elders to ensure the necessary decisions are taken to support implementation of the strategy and that the Secretariat is equipped to deliver them
- Coordinating implementation of the Secretariat Change Plan and other corporate initiatives
- Leading on lesson-learning across the Secretariat (including ensuring major initiatives are properly reviewed, and lessons are identified, consolidated and applied in future)
- Leading other Secretariat-wide initiatives that may arise
- Coordinating the preparation of The Elders' Annual Review and other corporate publications
- Researching candidates to become new Elders, and supporting the CEO to give Elders advice on this

External relations

- Maintaining an oversight of external stakeholder management
- Coordinating implementation of the strategy's commitments on partnerships
- Supporting the CEO and Directors in the development of new priority relationships

In their first few months, the post-holder may also take on some additional tasks as part of maternity cover for another post. The final division of labour with this post will be decided when the incumbent returns from maternity leave.

Person Specification

- At least an undergraduate degree in a subject relevant to The Elders' work
- 8-12 years' background in fields relevant to The Elders' work (e.g. diplomacy, international development, civil society advocacy etc), ideally including at least one of the Elders' programmes or cross-cutting commitments
- Experience working in (or at least on) more than one country (including ideally in the global South)
- Experience contributing to (and ideally coordinating) corporate strategy and operational/business planning in a complex international organisation
- Excellent written English, including experience editing multi-author documents
- A strong personal commitment to the mission and values of The Elders
- A flexible style and willingness to work in a small, collaborative team

Working at The Elders

We operate a hybrid working policy, with a high degree of flexibility for staff. We ask staff to attend the office based on need, not a quota of days. We believe there are certain activities that are best conducted in person and also hold monthly "In Days" when the whole team comes together. Additionally, some roles involve international travel, the timing of which is usually decided by Elders' commitments. Aside from these obligations, staff are free to choose the balance between working remotely and working in the office that suits them best. We are based close to Green Park station in London, in a newly refurbished office.

In addition to a competitive salary we offer the following benefits:

- Private pension scheme with 10% employer contributions
- Optional private medical and dental insurance
- Group life assurance equivalent to 5 x annual salary
- 25 days of paid annual leave (with 3 of these days on stipulated dates between the Christmas/New Year holidays) plus all UK bank holidays and public holidays
- Enhanced parental leave
- Working from home allowance

Making an Application

The Elders is committed to creating an inclusive working environment that values diversity and equal opportunities. We welcome and encourage applicants of any ethnicity, religion, age, gender or gender identity, sexual orientation or disability. Given the Elders' global outlook, we particularly welcome applicants originally from countries in the global South. As we are not able to sponsor visas, all applicants must have the right to work in the country where the role they are applying for is based. We will assess purely on your abilities and fit for a role. We are happy to discuss any adjustments you need to ensure a fair recruitment process and to enable you to be successful in your role if selected.

To apply, please send a CV to Chenda McManus at chenda.mcmanus@TPP.co.uk, or call on 020 7198 6020. Applications close 26th February 2023.