

CALL FOR APPLICATIONS

Terms of Reference

Title	Team leader
Objective	To lead the delivery of the Supporting Effective Dispute Resolution Programme in Sri Lanka (SEDR)
Period	Until 31 January 2024
Location	Colombo, Sri Lanka (with regular travel, particularly to Northern, Eastern and Uva Provinces).
Reports to	British Council Senior Responsible Officer (SRO)

Background to SEDR

The British Council's Supporting Effective Dispute Resolution (SEDR) project is a four-year initiative due to commence on 1st February 2020. Its overarching objective is to strengthen dialogue between the people and the state, contributing to the resolution of critical underlying causes of conflict and preventing the escalation of local disputes. SEDR will comprise of four overarching Result Areas that together work to a) enhance the effectiveness and availability of formal dispute mechanisms in Sri Lanka and b) develop preventative mechanisms that can reduce the prevalence of serious grievances requiring formal resolution.

SEDR Result Areas:

- **RA1:** Improved functioning of Community Mediation Boards in addressing individual disputes (family, criminal and relevant property/financial disputes)
- **RA2:** Improved and expanded functioning of Land Special Mediation Boards
- **RA3:** Inclusive local action forums work to address shared problems and improve the resolution of community level grievances.
- **RA4:** Senior stakeholders and officials can evidence the benefits of mediation processes through cross-agency coordination, enhanced data collection and increased awareness of how and why mediation is used.

About us

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and society. Each year we reach over 20 million people face-to-face and more than 500 million people online. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

British Council Sri Lanka is a vibrant operation delivering a high impact portfolio of projects across Education and Society, Exams and English and the Arts. Our total staff strength is over 225 across three offices; Colombo, Kandy and Jaffna.

Team Leader Role Purpose

To successfully lead in the delivery of SEDR in line with the programme's stated objectives, SEDR's collaborative approach across government and civil society actors, and in accordance with British Council and funder standards.

The Team Leader will serve as SEDR's representative and key point of technical contact for the British Council, our funding agency in Sri Lanka, all programme partners and other relevant stakeholders across the government and civil society sectors.

This appointment is subject to final signature of the relevant financing agreement between the British Council and the funding partner.

Accountabilities, Responsibilities and Main Duties

The Team Leader is **accountable** for:

- a) Delivery of the programme's technical outputs across all four result areas to the satisfaction of the British Council
- b) The financial management of the programme to British Council corporate standards

The Team Leader is **responsible** for:

- a) Leading the development of the 6-month inception report and all subsequent annual reports, where needed adjusting activity on the basis of extensive stakeholder engagement, political economy and needs analysis.
- b) Supporting the recruitment of team members in collaboration with the British Council and other project team members
- c) Leadership and supervision of the programme delivery team, both technically and managerially across the four result areas
- d) Managing the relationship with delivery partners responsible for delivery of Result Areas 1 and 2
- e) Overseeing the management of the programme office and all its resources, in collaboration with the Senior Project Manager
- f) Leading on developing a strategy for and delivery of activities under Result Area 4, in collaboration with the Key Expert – Communications and Advocacy
- g) Oversight of programme monitoring and evaluation systems and processes, in collaboration with the Key Expert: Monitoring, Evaluation and Learning
- h) Provision of overall strategic guidance, policy guidelines and programme progress against target indicators

The Team Leader's **main duties** include:

- a) Providing overall strategic direction to the programme in close liaison with the British Council, funding partner and Government of Sri Lanka, including presenting project progress to the Steering Committee

- b) Leading and coordinating the implementation, quality assurance, monitoring and reporting (both technical and financial reports) of all programme activities as foreseen in the Description of Action and logical framework, including inception and annual reports
- c) Leading in the preparation and implementation of workplans and other planning documentation
- d) Resource management including financial management and Human Resource management
- e) Leading on the delivery of the strategy and workplan for Result Area 4
- f) Ensuring sound financial management, including the application of value for money principles
- g) Overseeing the performance management of all programme staff and consultants (short and long-term) and carrying out further recruitment during inception.
- h) Direct line management of British Council senior management team members
- i) Developing, maintaining and regularly updating the programme risk management strategy, in coordination with the Programme Manager.
- j) Continuous liaison, engagement and relationship management with key programme stakeholders, including national and local government, beneficiary institutions, non-state actors and international development partners.
- k) Ensuring effective skills transfer and capacity building through mentoring and coaching of programme staff
- l) Ensuring the capture and dissemination of lesson/stories/case studies, as part of the wider monitoring, communications and visibility effort.

Profile/Requirements

Qualifications	A Master's Degree in Political Science, Law, Governance, Development or a related field.
Knowledge, Skills and Experience	<ul style="list-style-type: none"> - At least 10 years' proven strategic, advisory, and team leadership experience in access to justice, dispute resolution and/or governance work, preferably in the South Asia region. - Experience working through and supporting capacity development of civil society actors. - Experience of successful delivery of complex multi-annual donor funded governance programmes in Sri Lanka or comparable contexts in South Asia - Strong awareness of the role of political economy for informing programming decisions - Previous financial management responsibility for annual budgets in excess of £1m - Powerful communicator, influencer and advocate, with advanced skills in communicating complex issues in simple and concise language for multiple audiences, including government, politicians, media, civil society, the business community and international agencies. - Experience of leading on strategic communications and advocacy approaches

	- Fluency in spoken and written English is essential, other relevant languages (e.g. Sinhalese, Tamil) are desirable
Competencies	<ul style="list-style-type: none"> • Ability to motivate and proactively lead a diverse team • Ability to work with a high level of autonomy and flexibility, drawing on previous policy and practice while also creating new and innovative solutions. • Intercultural fluency • Being action oriented • Being open to identifying and sharing learning and encouraging dissemination • A political savvy approach to their work • Advanced problem-solving abilities.

Application guidance

Interested applicants should submit a CV (maximum 4 pages) and cover letter (maximum 1 page) explaining their suitability for the role with direct reference to the profile requirements above to the following email address: justice@britishcouncil.org. Please reference your email with the following: *Application SEDR Team Leader: Your Name*

The closing date for applications is **19 July 2020 (23:59 UK time)**.

Applicants shortlisted for interview will be contacted approximately 2 weeks after the closing date. We anticipate interviews for this role will take place in early August 2020.