



Job Description and Person Specification

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive and you will be expected to undertake such duties as may be assigned to you by the Foundation from time to time. WFD is a small team and staff are expected to be flexible in their work in order to deliver the objectives of the organisation¹.

Job title	Regional Director ²	Location	London, with approximately one week of travel every 6 to 8 weeks
Contract type	Full Time – Fixed term contract of services	Contract length	Until March 2021
Grade and Salary Range	(D7) £56,199 - £69,093 gross per year		
Context			
<p><u>The Foundation:</u> Westminster Foundation for Democracy (WFD) is a non-governmental public body sponsored by the Foreign and Commonwealth (FCO) and supported by the Department for International Development (DFID), the World Bank, EU, and the governments of Germany, the United States, and the Netherlands, amongst others. Established in 1992, WFD has provided democratic assistance programmes in Eastern Europe and Central Asia, Africa, Middle East and North Africa, Asia, and Latin America and the Caribbean, with country-based programs in nearly 30 countries as of early 2018.</p> <p>WFD specialises in parliamentary strengthening, political party development, civil society strengthening, and support to electoral processes, with cross-cutting initiatives on inclusive politics, human rights, and government transparency. WFD does this by assisting in the development of parliaments, political parties, civil society organisations, and electoral bodies, as well as conducting research in collaboration with leading universities, think tanks, and independent specialists.</p> <p>WFD is uniquely placed to draw directly on the expertise of the Westminster political parties, members of parliament (MPs) and devolved assemblies, and British civil society and technical experts in all its work, as well as a growing network of international and national experts. More about WFD can be found on www.wfd.org, including its 2017-2022 Strategic Framework.</p>			
Main purpose of the role			
<p>The Regional Director (RD) provides leadership and strategic direction for all WFD programming in their designated region, including: programme design and delivery; financial management; business development; risk and crisis management; reporting, monitoring and evaluation, and donor compliance; political context analysis; and relationship management in their designated regions. She/he will have a detailed understanding of all the key areas of programming – parliamentary strengthening, political party assistance, electoral processes, civil society strengthening, women’s political leadership, amongst others – as detailed in WFD’s strategy.</p> <p>She/he will oversee WFD’s country offices in the region, including ensuring the effective</p>			

¹ This JD is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible tasks and duties. The responsibilities of the jobholder might differ from those outlined in the JD and that other duties, as assigned, might be part of the job.

² WFD is currently recruiting a Regional Director for Asia (covering South Asia, South East Asia, and East Asia).



opening and closing of WFD offices, recruitment of qualified national and international staff, and oversight of any region-wide projects. The RD will ensure his/her team has the skills, training and mentoring needed to achieve the organisation's objectives.

The RD will advise the Director of Programmes (DoP) and the Business Development (BD) team of new programme opportunities in the region. She/he will ensure effective collaboration with other regional teams, the Technical Advisory Unit (TAU), the Research and Evaluation team, Business Development, Operations, Finance, Communications, and HR. She/he is expected to contribute to WFD's research agenda, as well as producing articles and blogs for WFD's external communications.

As a senior member of the Programmes team (and the organisation overall), the RD will participate actively in developing the strategic direction and improving the operational capacity of the organisation, taking part in meetings of the Executive Management Committee (EMC) and the Programme Quality Committee (PQC).

She/he also liaises with the UK Parties' Political Party Offices (PPOs) – who undertake sister-party and multi-party work on a country, regional and global basis – on all programming in their regions, ensuring effective coordination, information sharing, and collaboration.

Management and key relationships

Staff managed³ Programme Managers, Country Representatives

Reports to⁴ Director of Programmes

Key Relationships

- Responsible for developing and building the capacity of his/her regional teams, including ensuring his/her team the appropriate skills and knowledge and providing overall leadership
- Accountable for programme design and oversight, political context analysis, and relationship management with key stakeholders (senior government officials, donors, FCO/DFID, experts, academics, and leading international and national NGOs) in his/her region
- Responsible for risk and crisis management in his/her region, with support from the Director of Programmes and Operations team, including overseeing the development and implementation of security plans and systems
- Coordinates with other Regional Directors to ensure sharing of best practices, lessons learned, and resources (written and human)
- Line manages HQ-based Programme Managers, who are responsible for overseeing day-to-day programme implementation, reporting, and financial planning/oversight of country programmes
- Line manages Country Representatives, ensuring that they are providing the necessary country-based leadership, developing key relationships, overseeing country-finances, and delivering programmes
- Advises and supports the Research and Policy Director on all research and policy related topics as they relate to his/her region
- Works closely with the M&E and Compliance Manager to ensure all programmes are having their intended impact, meeting targets, and that their regional team is providing detailed, timely, and accurate reporting.
- Liaises with the PPOs on programming (parliamentary, political party, integrated, and democratic environment), political context analysis, 3rd party fundraising, and programming in their regions

³ Please note WFD reserves the right to increase or reduce the number of staff managed according to the needs of the organisation.

⁴ Please note WFD reserves the right to change the line of management according to the needs of the organisation.



- Engages with the Technical Advisory Unit (TAU) on political economy analysis, adaptive programming, and parliamentary assessments, contributing to training/workshops, identifying training needs, developing curricula and manuals based on best practices, engaging parliamentary experts, and accessing draft legislation
- Liaise with other relevant programme and corporate staff as required

Main Duties

1	Programme development, design and oversight: <ul style="list-style-type: none">• Develops, in consultation with the Director of Programmes, the vision, goals, and objectives for effective programmes in his/her region• Consults with other WFD staff, PPO representatives, and external stakeholders in the development of new programme concepts and opportunities• Ensures that all new programmes are politically sensitive, have positive impact (following “Do No Harm” principles), are sustainable, do not overlap with existing programmes, and offer value for money• Oversees effective management of active parliamentary and integrated programmes by Senior Programme Manager, Country Directors, and their related staff (and PPOs for integrated programmes)• Determine SRO role for each phase of the programming process, including proposal writing and the management of the start-up, implementation, and closing phases
2	Fundraising and communications <ul style="list-style-type: none">• Develops relationships with leading donors and embassies in his/her region in order to better identify new funding opportunities, including facilitating new links between donors and other regional directors• Oversee the development of concept papers, scoping missions, and proposals for 3rd party funding• Assists in the development of promotional materials related to WFD’s global fundraising efforts• Drafts “Go-No Go” memos (approved by Director of Programmes/Business Development) for new programming opportunities and oversees the entire proposal development process, including meeting of all deadlines and ensuring proper consultation (internal and external)• Works with the communications team to develop promotional materials, articles, blogs, and engage via social media
3	Political context analysis and adaptive programming <ul style="list-style-type: none">• Conducts and oversees political context analysis in all countries with WFD active and potential programming• Engages relevant WFD, PPO, FCO/DFID, and other external stakeholders to help develop and share high-quality political analysis and remain aware of ongoing political developments• Ensures programmes are designed and delivered using adaptive methodologies, advising regional teams to ensure flexible, targeted programming• Identifies and engages regional experts to assist with political analysis, programme design, and evaluation
4	Political Party Offices (PPOs) engagement <ul style="list-style-type: none">• Engages the Political Party Offices (PPOs) of the UK political parties in relation to programming in his/her region to ensure proper coordination, share political context analysis, engage stakeholders, and ensure positive collaboration with relevant WFD field offices
5	Research, Policy and Monitoring and Evaluation (M&E) <ul style="list-style-type: none">• Works with the Director of Research and Policy and the M&E team to ensure effective M&E and reporting on all WFD programmes in his/her region• Contributes to WFD research and policy efforts in his/her region, including in the identification of relevant research topics, design, identification of relevant regional experts, and planning of research activities



6	<p>Budget</p> <ul style="list-style-type: none"> • Reviews and approves requests for modifications of country/regional programme budgets, in consultation with the Director of Programmes • Makes recommendations on budget allocation/reallocation <i>between</i> country/regional programmes • Reviews financial management by SPMs and CDs to ensure procedures are followed and value for money principles are being applied
7	<p>Risk Management:</p> <ul style="list-style-type: none"> • To properly apply WFD's risk management policy and procedures in their areas of responsibility and to assess and manage risk appropriately, particularly where WFD operates outside its stated 'risk appetite'. • To ensure that their staff are informed of their responsibilities in relation to risk management and have an awareness and understanding of WFD's risk management policy and procedure. • To ensure that an appropriate system of risk management is maintained and to escalate matters of 'high risk' to relevant peers and Director of Programmes

Person Specification

Knowledge, skills and experience

	Requirement	E/D ⁵	Evaluation ⁶
1	Thorough knowledge of the political environment and institutions in relevant region combined with an understanding of the challenges of democratic reform	E	App/Int
2	A sound understanding of the British political and parliamentary system, including devolved assemblies	E	App/Int
3	Direct experience of designing and implementing programmes (in particular parliamentary strengthening programmes), including analysis of project and programme proposals	E	App/Int
4	Preferably has field management experience in the region and in thematic areas relevant to WFD's political and parliamentary development interests	E	App/Int
5	Successful track record of drafting proposal (including programme design and developing budgets)	E	App/Int
6	Relevant specialised knowledge and experience, particularly of evaluation methodologies, participatory programme development or an area relevant to democracy building such as political party work.	E	App/Int
7	Knowledge and understanding of the British and international funding institutions and donor agencies.	E	App/Int
8	Fluency in written and spoken English	E	App/Int
9	Fluency/proficiency in one or more languages spoken widely in the relevant regions highly desirable	D	App/Int

Competencies⁷

⁵ Essential or desirable

⁶ This is relevant for recruitment purposes and sets out how a candidate will be assessed against requirements. Options are application form (App), interview (Int) or test (Test)

⁷ Competencies articulate the behaviours which an organisation expects its staff to demonstrate in the course of their work both to reflect organisational values and add significance and worth.



	Requirement	E/D	Evaluation
	Analysis and Judgement		
1	Identifies trends and performance implications from complex or conflicting data using analytical tools and techniques where appropriate	E	App & Int
	Ensures that lessons-learned and new ideas are captured and inform future thinking and ways of doing things	E	App & Int
	Strategic Thinking		
2	Regularly challenges own activity and that of team to ensure that it aligns with organisational strategy and that opportunities to reprioritise are not lost	E	App & Int
	Able to make the links between high-level objectives and business processes to identify blockages, manage risks and make realistic plans	E	App & Int
	Communicating and Influencing		
3	Anticipates the needs and concerns of partners (internal / external) and finds ways to address these	E	App & Int
	Builds and presents a positive case stressing the benefits, presents unpopular messages with confidence	E	App & Int
	Creates situations for sharing ideas and discussion; encourages others to contribute	E	App & Int
	Learning and Developing		
4	Creates an environment of trust in which strengths and weaknesses can be discussed and addressed	E	App & Int
	Learns lessons from successes and failures and freely shares knowledge and findings with others	E	App & Int
	Recognises areas of one's own weakness and seeks guidance and support; looks for opportunities to improve	E	App & Int
	Delivering Results		
5	Leads by example in ensuring that decisions and actions are consistent with principles of risk management and accountability	E	App & Int
	Ensures appropriate resources and levels of capability are available to deliver work	E	App & Int
	Recognises and rewards good performance, tackles poor performance; acknowledges the work and contribution of others	E	App & Int
	Working with Others		
6.	Creates opportunities for people to work together and facilitates shared understanding and team-working	E	App & Int
	Demonstrates a commitment to diversity, for example by building diverse teams, actively seeking input from diverse stakeholders or including diversity considerations into work planning	E	App & Int
	Treats all team members with respect	E	App & Int
	Seeks out ways to improve team performance	E	App & Int