

## Committed to Peace

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## Call for Applications

### Leadership Coaching for Regional and Programme Managers at forumZFD

#### Position

Consultant/trainer, Leadership Coach (freelance)

#### Background

forumZFD supports people involved in violent conflicts on the path to peace and strives to help overcome war and violence. We are currently working with peace consultants in Germany, as well as ten other countries in Europe, the Middle East and South East Asia. Our Academy for Conflict Transformation offers a learning space for professional, international peace work. Through dialogue events, educational work and campaigns, we actively advocate civil peace policy. forumZFD thereby follows a systemic approach to conflict transformation that views conflict and its progression as a complex system and deals with its structural causes, as well as the actions, the behavior and the attitudes of the involved parties.

forumZFD is recognized by the German federal government as a member of the Civil Peace Service (CPS) consortium. Our work is financed through public and private grants, donations and membership fees.

#### Rationale of the assignment

The position and tasks of Programme and Regional Managers of forumZFD' country programmes are multi-faceted. The requirements range from being an expert in the organization's programmatic work to being very familiar with the local contexts and environments.

In addition, these positions are also responsible for managing very diverse programme teams (partly remotely in different locations) of international and local staff with very different backgrounds, qualifications, skills and personalities. A task that has become even more demanding since the work of forumZFD has gained traction within the countries and the support of the German government resulting generally in a growth of the team structures. All this leads to increased requirements especially towards this position.

The idea of providing extended Leadership Coaching to the Programme and Regional Managers adheres to these requirements. So far, Regional and Programme Managers have the possibility to get support from their individual coaches, through individual trainings and peer consultation. The Leadership Coaching intended by this ToR is not supposed to be an addition to that, but to provide professional training, guidance and support for Programme and Regional Managers to grow capacities, skills and abilities connected to professional leadership of diverse teams.

The coaching thereby aims to provide a space where leadership attitudes and knowledge are conveyed, discussed and reflected in a concrete and practice-oriented manner.

The consultant/trainer will provide this through two modules: Group training sessions twice a year and remote group coaching on a regular basis.

## **Target group**

The group will consist of 7-12 Programme and Regional Managers with different levels of leadership experiences.

## **Time frame of the assignment**

Working assignment for 2018:

- August/September 2018: 1-2 day(s) introduction, needs assessment of the group (as part of the remote group coaching)
- October/November 2018: 1-3 days group training session (as part of the forumZFD Programme Exchange conference in the Philippines).

The continuation of the assignment in 2019 will be discussed in the second half of the year by forumZFD and the consultant/trainer.

## **Team affiliation or other affiliations**

The consultant/trainer is generally supervised, affiliated to and guided by the Desk Officer Human Resources at the forumZFD Head Office in Cologne, Germany.

## **Scope of Work**

### **Strengthening people management skills**

- Team management – motivate teams and team members through effective and clear leadership
- Individual staff management – how to use incentives and praise as tools of a manager
- Personal staff development, (self)reflection and responsiveness – how to give room for reflection about roles and structure within forumZFD and in the work with teams and partners; how to give feedback in a professional manner; how to establish constructive feedback structures

- Develop a theoretic and tool supported framework for leading and managing teams within a systemic framework

### **Strengthening process management skills**

- Trust building – how to find the right balance between micro and macro management
- Manage team conflicts – how to anticipate and deescalate sensitive situations
- Manage expectations – how to communicate best in what situation
- Clarifying and elaborating roles and responsibilities within the forumZFD management structure
- Managing and enhancing cultural diversity and cultural sensitivity in the workplace and among the team members

### **Profile and eligibility criteria of the consultant/trainer**

- Several years of practical experience working in a managerial position and/or giving leadership trainings, preferably with a psychological background
- Several years of work experience with a number of international NGOs; prior work experience with the Civil Peace Service is an advantage
- Several years of work experience in an inter-cultural setting
- Fluency in English

### **Submission of proposals**

All qualified consultants are invited to submit an offer or expression of interest (in English) to conduct this consultancy for forumZFD. Please include a cover letter explaining your motivation, working approach(es) and why you are most suitable for this work, your CV, a detailed methodology (leadership approach, goals of leadership coaching) of how to conduct and design the Leadership Coaching, your remuneration expectation and information on your availability.

For further information, you may contact Ms. Hannah Landwehr ([landwehr@forumZFD.de](mailto:landwehr@forumZFD.de)). We look forward to receiving your expression of interest **by 30 July 2018**. Please send your application with subject line “Leadership Coaching – last name, first name” to the following e-mail: [application@forumZFD.de](mailto:application@forumZFD.de).

Further information about our organization and our assignments can also be found on our website [www.forumZFD.de](http://www.forumZFD.de). English information about our programmes is provided at [www.forumZFD.org](http://www.forumZFD.org). This advertisement as well as further employment postings can be viewed at [www.forumZFD.de/jobs](http://www.forumZFD.de/jobs).