**PEN International**

**International Programmes Director – Job Description**

**May 2013**

**PEN International**

PEN International is the world association of writers. Established in 1921, it has two principle aims: the promotion of literature and the defence of freedom of expression. It has 146 Centres in over 100 countries and holds consultative status at the United Nations and UNESCO.

PEN International is a registered charity (no. 1117088) based in London, England, and acts as the hub office of the organisation. Its current three-year plan for 2012 - 2014 emphasises strengthening the organisation, supporting the membership and strengthening the global voice of PEN International through campaigning, literary programming, civil society and human rights education programmes, regional networks and thematic committee activity. Further information can be found at [www.pen-international.org](http://www.pen-international.org)

**International Programmes Director**

**Job Summary**

To oversee:

* The development and delivery of the international programmes of PEN International (currently these include schools programmes, literacy projects, human rights education and other areas. Please see: <http://www.pen-international.org/programmes/>)
* The development of sustainable PEN Centres
* To provide expert support and advice to the three thematic Committees of PEN International – Translation and Linguistic and Cultural Rights Committee, Writers for Peace Committee and Women Writers Committee (excepting the research and campaigning work of the Writers in Prison Committee)
* To provide oversight of our International Advocacy and Public Policy work
* To be a key member of the management team by providing project management expertise, including budget and human resource management and fundraising expertise within a fast moving and diverse international environment.

**Key Roles and Responsibilities**

The International Programmes Director will encompass both thematic and regional programme responsibilities. Working alongside the Writers in Prison Committee Programmes Director and other senior management team members. The post-holder will lead the development and implementation of international programmes. The International Programmes Director will also work in conjunction with the Chairs of the thematic Committees mentioned above and head liaison with the PEN Centres and regional networks.

The International Programmes Director reports to the Executive Director of PEN International and will be responsible for the line management of the Programmes Officer, Policy Officer, Centres & Committees Officer and other posts as they are developed.

**Key Roles**

1. **Strategic development**

* Strategic development and delivery of international programmes in line with the three-year organisational plan.
* Fundraising in support of international programmes activity.
* Liaison with the regional networks of PEN International and PEN Centre programme participants to ensure the effective growth and delivery of the regional programmes including monitoring of programme expenditure and ongoing monitoring and evaluation.
* To act as the Central co-ordination point for PEN Centres, their good governance and other issues arising.
* Lead responsibility for the capacity-building and development of existing PEN Centres.
* Lead responsibility for the development of new PEN Centres.
* Regular reporting to the Board of PEN International regarding these responsibilities.
* Keeping abreast with developments in the regional and thematic areas covered by the post to ensure that PEN’s strategy is fully informed.
* Developing contacts with other organisations and individuals working in related fields to inform the strategic development of programmes.
* To have an awareness of political and cultural sensitivities and ensure that these are considered during all strategic discussions and development of programmes.

**2. Thematic Committees and Programmes**

* Provide project management expertise, support and advice to the Translation and Linguistic Rights, Writers for Peace and Women Writers Committees.
* To act as the lead co-ordinator for the aforementioned thematic Committees.
* To manage the thematic Committee meetings and conferences with the Chair.
* To connect the work of the standing committees to the overall strategic plan of PEN International.
* To ensure close working with the Writers in Prison Committee Programme Director and close inter-committee working.

**3. PEN International Management Team Member**

* Working alongside the PEN International Management Team in developing co-ordinated strategies and programmes.
* Establishing and overseeing good contacts and consultative relations with all PEN Centres and members, acting as a contact point for queries from the membership, PEN staff and other stakeholders as required.
* To work as a team, acting as line-manager of the Programmes Officer, Policy Officer, Centres & Committees Officer and other posts that may be developed further to the securing of funding.
* Within this team, to prepare and agree work-plans, budgets, schedules, priority setting, monitoring, project proposals. To manage budgets, maintain financial records and to agree and take part in evaluation systems.
* To supervise volunteers and temporary staff as appropriate.
* To carry out administrative tasks related to the post.

**4. Reporting and General Management Responsibilities**

* With the Executive Director, lead fundraising responsibility for the thematic and regional programmes of PEN International, the monitoring of project delivery, evaluation and reporting to funders
* Represent the organisation as required both within PEN and to other organisations and the international media
* Any other duties as deemed necessary by the Executive Director and Board of PEN International

**General**

* A knowledge of and commitment to literature
* Oral and written French and Spanish would be an important advantage. Other languages would also be welcome.
* An understanding of freedom of expression issues internationally

**Person Specification**

*Strategic planning and implementation*

* Experience of supporting the strategic development of an organisation and managing working groups focused on particular policy areas
* Demonstrated ability to implement programmes at an international level, including planning, monitoring, evaluation and use of project management tools.
* Experience in drafting project plans, progress reports and final reports for organisational and funder requirements as appropriate.
* Drafting, overseeing the delivery and monitoring of significant budgets.

*Communication Skills*

* Ability to communicate clearly, fluently, concisely and in a compelling manner to both individuals and groups, and able to adjust material to different audiences. Ability to interact at all levels.
* Ability to write clear and concise reports. Excellent written and spoken English is essential, and competency in French or Spanish would be an important advantage.
* A flexible and adaptable approach
* Experience of negotiation and ability to communicate effectively within a large and culturally diverse organization.
* Ability to establish strong relationships with funders and partners.

*Managerial Experience*

* Understanding of managerial role and responsibilities, including ability to accept responsibility for the overall work of the programmes.
* Experience of providing leadership, motivation support and direction, and assessing progress/performance to enable staff of diverse backgrounds and personal styles to achieve organizational goals and their potential.
* Experience of recruiting staff.
* People management skills – mentoring or coaching management style desirable.
* Commitment to a participatory management style based on personal contact and adapted to the differing needs of all members of staff.

*Personal Attributes*

* Ability to prioritize effectively under pressure.
* Ability to maintain a patient and genial manner.
* Experience of taking responsibility for decisions and overseeing their implementation.
* Ability to think creatively and strategically, identify fresh approaches and work flexibly.
* Ability to maintain a network of external contacts in related fields.
* Good understanding of how a grassroots, broadly international, strongly membership-based organization works, from the point of view of its commitment both to volunteering and to campaigning.
* Knowledge of and exposure to civil society, non-governmental institutions working internationally.
* Demonstrated interest in literature and writing and its role in the promotion of inter-cultural dialogue
* A commitment to the principles of the Charter of PEN International.
* A commitment to equal opportunities and cultural diversity and a willingness to apply this at work.