



## Program Manager

The Institute for Economics & Peace (IEP) is an independent, non-partisan, non-profit research institute dedicated to shifting the world's focus to peace as a positive, tangible and achievable measure of human well-being and progress. We do this by developing data-driven peace indices, insights and frameworks that enable communities, governments and civil society organizations to help build peacefulness locally and at a national level.

The program manager role is an exciting opportunity to support the growth of IEP's Positive Peace framework being adopted globally by a range of multilateral, government, education and civil society organisations. You have experience in program management and will support IEP's growth through a range of existing programs and new opportunities. Reporting to the Partnerships Director your role is pivotal in leading this growth. You have experience in education and facilitation or prepared to develop these skills.

**Position Title:** Program manager – [Institute for Economics and Peace](#)

**Position type:** Full time - ongoing

**Position hours:** Monday to Friday - 9am to 5:30 pm – The position requires some flexibility due to the global and fluctuating nature of service delivery.

**Remuneration:** Negotiable dependant on industry experience

**Location:** Working from the Head-office of the Institute for Economics and Peace (IEP), Level 4, 205 Pacific Highway, St Leonards, New South Wales, Australia the applicants must have permanent residency or appropriate Visa.

**Travel:** Domestic and international travel may be a requirement of the position. Any travel requirements will be negotiated with the employee.

**Summary:** Working with the Partnerships Portfolio you will deliver global activation of IEP's [Positive Peace program](#).

### Details

The Institute for Economics and Peace (IEP) has developed the [Positive Peace Framework](#) based on researching the most peaceful countries as identified by our [Global Peace Index](#). IEP has expanded beyond its core function as a Global Think tank producing metrics for peace to activating the Positive Peace framework. We are achieving this through a number of modalities: -

1. IEP Ambassadors program;
2. Delivering Positive Peace workshops and programs in partnership with other organisations;
3. Presentations and discussions to various forums both online and in person;
4. Communicating Positive Peace through a range of channels;
5. Inclusion of IEP content in academic and professional development programs; and
6. Development and dissemination of our on-line Positive Peace academies.

The success of these modalities is reliant on program management, partnership development, communication, and collaboration.

The demand for Positive Peace activation is increasing and this position is designed to service, and further develop this global uptake of the Positive Peace framework.

## **Duties and Responsibilities**

1. Manage the IEP Ambassador program
2. Manage the IEP Ambassador community of practice
3. IEP Ambassador event management
4. Partnership development and management
5. Developing and maintaining partnership administration systems and practice
6. Partnership event management
7. Communications in support of the Partnerships portfolio
8. Content development and management inclusive of but not limited to: collateral, training aids, reports, newsletters, presentations, web sites, social media and other content needs
9. Management, and facilitation of Positive Peace workshops
10. Identifying and securing event opportunities inclusive of conferences, symposiums, forums, labs, round-tables with an emphasis on sourcing strategic and large events
11. Identifying and supporting the development funding opportunities and grant applications
12. Identifying and supporting other growth potential such as sponsorship, monetising programs, commercial partnerships.
13. Monitoring and evaluation, including impact assessment of workshops and programs
14. Research relevant to Positive Peace activation modalities
15. Support and management of the Partnerships Intern program
16. Other management and administrative duties in relation to partnerships

## **Residency requirements**

Required to have permanent residency or an appropriate Visa.

## **Applications**

Please submit your application by Friday 15th July 2022 @ 5:00 PM AEST, including your resumé and a one-page cover letter. If you have any further questions about this vacancy please contact IEP via [jobs@economicsandpeace.org](mailto:jobs@economicsandpeace.org) IEP reserves the right to interview and appoint candidates prior to the advertised closing date.

Charles Allen  
Director of Partnerships  
Institute for Economics and Peace