

## VERIFICATION RESEARCH, TRAINING AND INFORMATION CENTRE

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# Position: Senior Project Officer in the Verification and Monitoring Programme

Senior Project Officer Salary Range: £36,000 - £48,500

Reports to: Programme Directors for Verification and Monitoring

Contract length: 12 months fixed term contract, with opportunity for renewal

### Summary

VERTIC is seeking to recruit a Senior Project Officer for the Verification and Monitoring Programme (VMP) to assist with a range of tasks including project management, forward planning, finances, and administration.

VERTIC is a non-profit making charitable organisation established in 1986 in the UK. VERTIC supports the development, implementation, verification and compliance measures of international agreements and law. The organisation's areas of focus include peace and security treaties, resolutions and agreements on nuclear, biological and chemical weapons, international health regulations, conventional forces, new technologies, and sustainability.

VERTIC provides support through research and analysis, assistance and training, information resources, and engagement with the governmental, diplomatic, technical, scientific and non-governmental communities. We carry out our activities across Africa, Asia, Europe, and North and South America. The organisation's staff comprises legal experts, scientists, and policy analysts from a range of nationalities and disciplines based in the UK and around the world. The organisation's funding comes from governments, regional and international organisations and charitable foundations.

The VMP develops verification and monitoring solutions to enable countries to work together confidently when tackling challenging international issues. These include treaty verification, non-proliferation and security issues related to nuclear, chemical and biological weapons at the state and non-state actor level; and issues arising from emerging technologies and the outer space and cyber operational environments. Work on these subject areas involves technical, policy and legal

research and engagement with national government officials, international diplomats, regulators, R&D, military, IGOs, civil society, academia and the private sector.

The Senior Project Officer will work closely with the Co-Programme Directors to support delivery of a broad project portfolio and to plan team operations for capacity based on existing and future projects. As the VMP has not had a dedicated Project Officer before, a proactive individual will have the opportunity to aid in shaping new oversight and planning processes as they are designed and introduced.

### **Functions and Responsibilities**

- Overseeing effective management of the programme project portfolio and the timely implementation of projects under the programme, in coordination with the Programme Co-Directors.
- Maintaining oversight of the VMP workload and planned activities across projects, and supporting VMP Co-Programme Directors in planning and monitoring resource allocation across staff and consultant time, project delivery capacity, billing, fundraising, and expenditure - over monthly, quarterly and annual timelines.
- Preparing programme-level reports for submission to the Executive Director and Board of Trustees.
- Scheduling and drafting financial reports to funders, and working with the Programme Co-Directors and VERTIC finance officers to prepare for project-level audits.
- Scheduling and preparing invoices to funders in coordination with the Programme Co-Directors and VERTIC finance officers, submitting invoices on government finance systems, and monitoring payment of invoices.
- Supporting VMP staff with project and activity level finances and expenditure monitoring and highlighting variance / discrepancies on a monthly basis.
- Supporting VMP staff in fundraising by preparing project budgets (covering staffing, travel to meetings, workshop costs, research tools, and sub-contractors in the UK and overseas).
- Working with the Programme Co-Directors and VERTIC finance officers to ensure adherence to government and charitable foundation funder rules and requirements on finance-related matters (procurement, due diligence, exchange rate methodologies, transactions, anti-bribery and anti-corruption policies, sanctions, management quality assurance, and ethics).
- Assisting with the preparation and review of contracts for subcontractors and consultants.

- Planning VMP operations, events and missions globally, including arranging travel and logistics, making payments, coordinating with external partners and participants, and supporting VMP staff members in preparing expense reports.
- Updating online content as agreed with the Programme Co-Directors, including newsletters, website content, and social media posts; assisting with electronic and print distribution of VMP publications; liaising with colleagues across VERTIC on communications strategy as appropriate.
- Working across other VERTIC programmes if necessary
- Assisting with recruitment and onboarding new staff.
- Taking direction and advice from, and reporting to, the Programme Co-Directors.
- Carrying out administrative and other tasks as agreed with the Programme Co-Directors.

### **Requirements**

- Experience of project management, ideally in a nongovernmental organisation that conducts research and related outreach activities
- Excellent numerical skills and proficiency with Microsoft Excel
- Experience of bidding for and management of grants
- Working knowledge of project management methodologies and frameworks
- High degree of familiarity and capability with collaborative, cloud-based word processors and suites such as Microsoft Office 365 or Google Drive and associated file management
- Experience with project planning tools such as ToggI or Asana
- Experience of event planning and coordination, including international events
- Experience of grant management and financial reporting, ideally for the non-profit sector including grants and contracts from governments from various regions, charitable foundation and international organisations
- Excellent communication and interpersonal skills

### **Preferred**

- Proven track record in delivery of multi-year projects and/or coordinating a number of project partners from diverse global backgrounds
- Qualification/accreditation in project management

- Familiarity with social media, communications and publishing tools such as TweetDeck, MailChimp and InDesign or equivalents
- Knowledge of the grant and fundraising environment in the security and development sector
- Masters Degree or equivalent in International Relations, Politics or a related field

### **Role Location and working arrangements**

Hybrid (Home, VERTIC's London office), Flexible working. The salary range listed above is based on a full-time position. We are willing to consider alternative full-time hours or part-time hours with adjusted pro-rata salary.

At present, the organisation operates a hybrid working policy for staff based in and around London. VERTIC may also consider candidates working remotely from other locations in the UK, subject to discussion on the modalities of such an arrangement.

Given the demand of the role for close coordination with the Programme Co-Directors, London-based candidates would be preferred.

The Senior Project Officer may be asked to travel overseas to facilitate events, workshops and meetings related to VMP projects.

Please note that candidates would need to have the right to work in the UK to apply for this post.

### **Application**

Please send a cover letter and CV to [vertic@vertic.org](mailto:vertic@vertic.org) with the subject heading 'VMP Senior Project Officer'. Applications for this position will be accepted until 10pm UK time, Monday 15<sup>th</sup> January.

Applications from underrepresented communities in the field, including women, gender minorities, and people of colour, are strongly encouraged.

VERTIC is an equal opportunities employer. We are committed to ensuring the representation of people from all backgrounds regardless of their gender identity or expression, sexual orientation, race, religion, ethnicity, age, neurodiversity, disability status, or any other aspect which makes them unique. We welcome applicants from all backgrounds to apply and would encourage you to let us know if there are steps we can take to ensure that your recruitment process enables you to present yourself in a way that makes you comfortable.