



TURQUOISE MOUNTAIN

Job Description and Person Profile

Aleppo Lead, Syria

Background

Turquoise Mountain supports artisans and communities to protect and revitalise their heritage. Our work is rooted in the belief that cultural heritage has the power to transform lives. Founded in 2006 by His Majesty King Charles III, we work directly with artisan communities in Afghanistan, Myanmar, Saudi Arabia and the Levant. To date, we have supported over 11,500 artisans across 86 craft traditions, restored more than 170 historic buildings, and provided primary healthcare and education for artisans' families.

Turquoise Mountain has been working with Syrian artisans in Jordan since 2019. We are now expanding our operations to Syria to contribute to the urban regeneration of cities like Aleppo, and the revitalisation of Syria's great craft traditions.

We have secured funding to start an initial built heritage restoration project in the Old City of Aleppo.

Job Description	
Job Title	Aleppo Lead
Department	Syria
Reporting to:	CEO
Job Purpose Summary	The Aleppo Lead is a role that combines strategic leadership and ideation with hands-on implementation. The Lead is expected to design and implement (and eventually oversee) initial activities of Turquoise Mountain in Aleppo. The Aleppo Lead will work closely with the CEO, COO, and teams in the region.
Key Responsibilities and Accountabilities	
Core Responsibilities <ul style="list-style-type: none">- Lead the implementation of Turquoise Mountain's first built heritage restoration project in Aleppo, Syria, including planning and oversight of the restoration works, reporting, finances, HR, sub-contractor management and partnerships.- With support from the Senior Management Team, explore and kickstart new initiatives aligned with Turquoise Mountain's mission of supporting communities to protect and revitalise their heritage across urban regeneration, craft education, artisan support, and community development.- Lead on fundraising and reporting for projects in Aleppo, and possibly other regions of Syria, actively seeking out opportunities, partnerships, designing projects and writing proposals.- Lead on reporting.- Contribute to strategic development of all of Turquoise Mountain's activities in Syria	



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- Lead on partner and government liaison at all levels in Aleppo/Syria.
- Manage finances in Syria.

Project Planning & Management

- Design projects that respond to the needs in Aleppo and align with Turquoise Mountain's mission, expertise and capacity.
- Implement projects and activities in Aleppo, starting with the regeneration of a clinic in the Old City of Aleppo
- Provide oversight and advice to project partners, ensure accountability, and that projects are delivered on-time, on-budget, and meet deliverables.

Team & Partnership

- Communicate a clear vision of programme and project goals to team members and partners. Incorporate their feedback, and ensure buy-in at every level
- Recruit and manage additional team members as required, working with the Global HR lead to ensure appropriate contracts and processes

Government, community and partnership liaison /External Relations

- Represent Turquoise Mountain in Syria with all relevant stakeholders, including the government, local community, project staff, partners, other cultural organisations, international community, and media where appropriate.
- Ensure all permissions and licenses are in place, build a constructive relationship with government at all levels
- Seek out new partnership and manage partnership relationships
- Actively involve the local community in all project design and implementation, ensure community buy-in in all aspects of Turquoise Mountain's work.

Operations & Financial Management

- Ensure projects are on-time, on-target and on-budget
- Build and manage the programme infrastructure and systems, working closely with the Levant and Global finance and operations team, ensuring effective, transparent use of resources, timely reporting, and compliance with Turquoise Mountain and donor policies as well as the local legal framework
- Oversee budgeting and budget management of all activities, and sub-grants/sub-contracts as applicable.
- Develop and maintain systems that ensure the safety and security of staff members, partners and beneficiaries in all aspects of Turquoise Mountain's work to best practices and field realities.

Strategic Development & Fundraising

- Actively explore, propose and implement new projects in line with Turquoise Mountain's mission and in conjunction with the CEO and COO.
- Explore, identify, and respond to funding and programming opportunities.

This list is not exhaustive, and other duties may be required as determined by the needs of the organisation.



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Person Profile	
Job Title	Aleppo Lead
<p>Professional approach:</p> <p>Turquoise Mountain in Aleppo is focusing heavily on built heritage and capacity building of the construction sector, therefore a background in architecture, engineering or construction will be looked upon favourably – preferably with the addition of built heritage conservation</p> <p>Constructive and collegiate style that contributes to team harmony and builds community.</p>	
<p>Personal attributes we are looking for:</p> <p>An energetic and hands-on self-starter.</p> <p>A creative thinker, who can identify and create opportunities and overcome challenges.</p> <p>A team worker.</p> <p>A great communicator.</p> <p>Someone with appreciation and respect for Syrian culture and heritage.</p> <p>Someone with a commitment to inclusivity.</p> <p>Someone with an ability to work on own initiative, manage and organise own workload and meet deadlines.</p> <p>Someone who is dependable and credible, with the ability to establish good working relationships at all levels and work across dispersed teams.</p> <p>Someone who is outcome and impact focussed.</p>	
<p>Specific job skills and experience:</p> <p>Essential</p> <ul style="list-style-type: none"> - Significant field-based experience leading urban regeneration, built heritage, and/or international development, ideally in post-conflict settings. - Demonstrable success in managing complex programmes. - Fluent written and spoken English. - Significant experience of leading programme design and management - Evidence of having developed and delivered projects in demanding circumstances. - Experience building, leading and developing a team. 	



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- Experience of building personal networks at all levels, and the ability to utilise connections to identify new opportunities or potential partnerships.
- Demonstrable evidence of having secured new opportunities and built new partnerships within a similar context.

Desirable

- Levantine Arabic language skills would be very advantageous
- Previous work experience in Syria (or Levant) is desirable
- Experience of working with artisan communities or within cultural heritage would be an advantage although not essential

Skills and abilities:

- Excellent organisational skills and attention to detail, flexible and able to work remotely and independently.
- Capable of working under pressure to meet deadlines and dealing with multiple priorities

This role is based full-time in Aleppo. The role is offered as a full-time position for an initial period of twelve months. Remuneration is between \$6,000 and \$7,900 per month, depending on experience.

You do not need to be currently based in Aleppo to apply for this position.

To apply, please submit a current CV alongside a covering letter outlining how you fit the person profile. Please combine your cover letter and CV as one pdf document. Submit the document to vacancy@turquoisemountain.org with “Aleppo Lead, Syria + [your surname]” in the subject line.

Please submit your application by no later than 13th October 2025.