



BAR HUMAN RIGHTS
COMMITTEE OF
ENGLAND AND WALES

Job Description: Project Coordinator

About the Bar Human Rights Committee

The Bar Human Rights Committee of England and Wales (BHRC) is the international human rights arm of the Bar of England and Wales. It is an independent body concerned with defending the rule of law and internationally recognised legal standards relating to human rights and the right to fair trial. It is also concerned with the protection of the rights of advocates, judges and human rights defenders around the world.

Website: www.barhumanrights.org.uk

Description of main responsibilities

Under the supervision of the Chair, Vice Chairs, Treasurer and Executive Committee, the incumbent will perform the following main functions:

Project management

- Develop and implement a variety of worldwide projects in relation to access to justice, rights to a fair trial, rule of law and international human rights law;
- Manage all the BHRC's projects in an efficiently, effectively and sustainably;
- Assist in developing the BHRC's strategic programme.

Financial management

- Fundraising and financial management of all project budgets;
- Researching appropriate trusts and foundations for project funding;
- Compiling applications and reports to funding bodies.

Report writing and research

- Assist in conducting substantive research and analysis of human rights and justice sector issues and events;
- Contributing to, drafting and/or editing a variety of reports, training materials, 'urgent action letters', communications, briefings, statements etc.

Communications and events organisation

- Representing BHRC at international meetings and conferences;
- Developing and maintaining network of domestic and international contacts with NGOs, civil servants, Bar and Law associations, human rights lawyers etc;
- Taking part in promoting and overseeing initiatives linked to supporting human rights protection, in collaboration with existing civil society organisations;
- Liaising with media and organising press conferences;

- First point of contact for BHRC;
- Organising and attending BHRC meetings, workshops and conferences.

Administration

- Assist with travel arrangements and the organisation of international missions;
- Overseas travel to support the BHRC on international missions;
- Undertaking clerical tasks such as faxing, photocopying, word processing, sending press releases, data entry, collating, emailing, filing;
- Dealing with routine queries and correspondence in relation to BHRC;
- General office administration.

Personal Specification

Education

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| • Degree in an appropriate field | Essential |
| • Post graduate qualification or educated to degree level and with appropriate experience and skills | Desirable |

Experience

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| • Drafting and producing reports and publications | Essential |
| • Events organisation | Essential |
| • Fundraising for international projects | Essential |
| • Managing budgets | Essential |
| • Working in international human rights field | Essential |
| • Working in international human rights law | Desirable |
| • Working with human rights institutions | Desirable |
| • Project management | Desirable |
| • Working with volunteer leadership | Desirable |

Skills and abilities

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| • Strong project planning, organisation and time management skills | Essential |
| • Professionalism | Essential |
| • Political sensitivity and ability to apply good judgement in decision making | Essential |
| • Excellent communication skills, both spoken and written | Essential |
| • Computer literacy including Word and numerical skills applied on Excel | Essential |
| • Fluent written and spoken English | Essential |
| • Other core languages | Desirable |
| • Ability to establish priorities | Essential |
| • Ability to work independently and with minimal supervision | Essential |
| • High level of initiative and self-motivation | Essential |
| • Excellent inter-personal skills, patience, tact and imagination | Essential |
| • Knowledge and interest in international human rights and justice issues | Desirable |
| • Legal knowledge | Desirable |

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| • Willingness to do own administrative tasks | Essential |
| • Willingness and ability to travel overseas, including at weekends, where necessary | Essential |
| • Strategic thinking and the ability to spot opportunities | Desirable |
| • Strong flexibility around work and reacting to constantly evolving plans | Essential |

Terms and conditions

The Committee is currently reviewing the structure of the project coordinator position, and is accepting applications for the post as full-time and as a job share.

The full-time salary is £25,000 per annum with holiday allowance for 25 days per annum, not including statutory and national public holidays.

The post holder will be based in Central London.

The post holder must already have the legal right to work in the UK.

How to apply

Please send your application to bhrc@compuserve.com or addressed to Juliane Heider, Bar Human Rights Committee, Garden Court Chambers, 57-60 Lincoln's Inn Fields, London WC2A 3LJ.

Please provide:

- Cover letter expressing interest;
- Curriculum Vitae;
- Names and contact details of two references (these will only be approached in the final short-listing process).

Please indicate "Project Coordinator Application" and your name in the subject heading and state the date you would be available to start in post as well as your preference for full-time or job share in your cover letter.

Deadline: 4pm, Friday, 3rd February 2012

Interviews will be held in the following week.