



Project Coordinator

JOB DESCRIPTION AND PERSON SPECIFICATION

- Job Title:** Project Coordinator
- Contract:** Fixed term contract for 12 months, with the potential of extension
- Reporting to:** BHRC Chair
- Salary:** 28,500
- Hours:** Full time, 35 hours per week (flexibility possible)
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- Based at:** BHRC Office
289-293 High Holborn
London WC1V 7HZ
- Responsible for:** Volunteers and external consultants when appropriate
- Deadline for receipt of applications:** Midnight, Monday 5 August 2019
- Date for interviews:** First week of September (likely early evening)
- Start date:** Flexible but ideally as soon as possible

JOB DESCRIPTION

The Project Coordinator will be responsible for the day-to-day coordination of BHRC's varied programme of projects and interventions. Whilst some of these are long-term, others require flexibility and speed to respond to short-term developing situations. As such, the individual must be able to work independently and will have strong administrative and project management skills to support the activities of BHRC's Chair and Executive Committee, as well as the delivery of programmes by its wider membership. Experience of the international human rights or international development sector is essential. Knowledge of human rights law or advocacy is highly desirable since the successful applicant may use and rely on that knowledge to further BHRC's mission and build on its expanding body of work in conjunction with the Chair and Executive Committee. Experience in fundraising is essential since the role involves relationship-building and applications with present and potential funders. The Project Coordinator must have strong communication skills, ensuring effective dissemination of BHRC's publications, including drafting newsletters, press releases, social media and web content, as well as professional interpersonal skills. The Project Coordinator is the first point of contact for BHRC members, donors, partner organisations and supporters.

ABOUT THE BAR HUMAN RIGHTS COMMITTEE

The Bar Human Rights Committee of England and Wales (BHRC) is an independent and non-politically aligned body of barristers called to the Bar of England and Wales, committed to the broad principles of the rule of law, democracy and human rights.

BHRC members are predominately barristers (including pupil barristers), but also include some law students and legal academics. BHRC members include some of the UK's foremost human rights barristers and legal practitioners, who offer their time and services pro bono, alongside their independent legal practices, teaching commitments and legal studies.

BHRC elects an Executive of sixteen members to lead on the policy, strategy and delivery of its work. They are supported by one full-time Project Coordinator, an Advisory Board, and a wider membership across the Bar of England and Wales.

BHRC's mission is to protect and promote international human rights through the rule of law, by using the international human rights law expertise of some of the UK's most experienced and talented human rights barristers, who are willing to work pro bono.

The remit of BHRC extends to all countries of the world, apart from its own jurisdiction of England and Wales. This reflects the Committee's need to maintain its role as an independent but legally qualified observer, critic and advisor.

BHRC provides training, resources and guidance to support the development of human rights protection in partnership with local lawyers and NGOs. It raises awareness of human rights abuses through trial observations, fact-finding missions and letters of concern to government officials. It may also intervene through the submission of amicus curiae briefs or similar, across various courts and international mechanisms.

More information is available at barhumanrights.org.uk

KEY RESPONSIBILITIES

Administration

- Coordinating and managing the day to day operations, including the meetings and activities of the BHRC Chair and broader Executive Committee, to ensure effective execution of BHRC objectives and priorities.
- Maintaining positive professional relationships with BHRC members, partner organisations and supporters, as the first point of contact for the organisation.
- General office management, including filing and record keeping.
- Organising BHRC's monthly Executive Committee meetings, including preparing the agenda and meeting materials and drafting the minutes.
- Organise international travel arrangements and coordination of all international visits.

Project management

- Coordinating BHRC's international initiatives in relation to access to justice, the rule of law and international human rights in collaboration with partner organisations.
- Maintaining and developing relations with project partners in the UK and abroad
- Managing grants and project reporting, including the preparation of financial, narrative and monitoring and evaluation reports when appropriate

Communications

- Maintaining BHRC's social media presence in line with BHRC objectives.
- Website management, including writing, uploading and editing content.
- Coordinating the participation and contribution of individual BHRC members and/or supporters in various BHRC projects, publications and submissions.
- Ensuring effective dissemination of BHRC's publications, including to the media.
- Producing regular newsletters and activity reports for BHRC members and stakeholders.
- Writing/editing short articles and press release for magazines and newspapers to profile BHRC's work.
- Contributing to, drafting and/or editing a variety of publications, when necessary.

Fundraising

- Identifying potential public or institutional funding sources, drafting funding applications, and / or preparing fundraising packages to target potential donors (usually with the oversight of one or more members of the Executive Committee).
- Maintaining positive relationships with existing donors/supporters.

Financial management

- Working with BHRC's Treasurer to manage budgets and financial accounting, control and record keeping.
- Managing the day to day financial responsibilities of the organisation, including payments and banking duties.

Membership management

- Updating and managing BHRC's membership system and ensuring BHRC is compliant with relevant data protection legislation

Event promotion & management

- Organising and managing BHRC's regular public meetings and international seminars on relevant human rights themes.

PERSON SPECIFICATIONS

EDUCATION

• Degree in a relevant field	DESIRABLE
• Law degree or other equivalent qualification	DESIRABLE

EXPERIENCE

• Relevant professional experience of the international human rights or international development sector and in coordinating multiple projects for various stakeholders	ESSENTIAL
• Experience of producing fundraising and communications materials, and / or fundraising from human rights institutions, trusts or foundations	ESSENTIAL
• Experience in communications work, including writing/editing press releases, public letters/statements, reports, social media and web content etc.	ESSENTIAL
• Experience of managing relationship with members or supporters	ESSENTIAL
• Experience of organising public events and seminars	HIGHLY DESIRABLE
• Website content management experience	DESIRABLE
• Financial management experience	DESIRABLE

SKILLS/KNOWLEDGE

• Strong administrative and project management skills, including project planning, coordination, prioritisation, time management and an ability to multi-task	ESSENTIAL
• Strong written communication skills, including adapting communication materials to target audiences	ESSENTIAL
• Strong professional interpersonal skills, including networking and promotional skills	ESSENTIAL
• Excellent computer skills, including Word and Excel	ESSENTIAL
• Fluent in written and spoken English	ESSENTIAL
• Ability to work independently and under minimal supervision	ESSENTIAL
• Energy, flexibility, resourcefulness and the ability to work with a range of people with different working styles	ESSENTIAL
• Attention to detail	ESSENTIAL
• Willingness and availability to work and/or travel out of office hours on occasion, when required	ESSENTIAL
• Knowledge of international human rights law or advocacy or of international development	HIGHLY DESIRABLE
• Skills in website management (specifically editing and managing content)	HIGHLY DESIRABLE
• Working knowledge of national and international government structures and institutions, including the UK Parliament, the European Court of Human Rights and the United Nations	HIGHLY DESIRABLE
• Experience of using Microsoft Access	DESIRABLE
• Command of other languages.	DESIRABLE

APPLICATION PROCESS

Please provide:

1. CV (maximum 4 sides of A4) with relevant examples from previous academic and/or professional career explaining how you meet the person specifications
2. Cover letter that addresses two issues (maximum 500 words) (1) describe your experience in effectively managing a large and complex case load, or experience in managing a small office; and (2) what do you believe to be the most pressing international human rights issue
3. Names and contact details of two referees (referees to be contacted upon receipt of tentative offer of employment following interviews).

Please send your application by e-mail to: coordination@barhumanrights.org.uk.

Please indicate “BHRC Project Coordinator Application” and your name in the subject heading.

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

DEADLINE TO APPLY

All applications must be received by midnight, Monday 5 August 2019.