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| Role Communications, Events & Projects Assistant |
| Organisation Bar Human Rights Committee of England and Wales |
| Location Hybrid (Remote with one day per week at the Bar Council in central London) |
| Hours 21 p/w (PT) for a fixed term of 12 months (with a possibility of extension) |
| Salary £24,000 p/a (pro rata) |
| Closing Date: 13 th February by close of business |

About the Role

BHRC is seeking an energetic, organised, and experienced professional to support the Project Officer and Committee in delivering exciting and impactful international human rights work. We are looking for someone who is proactive and efficient with an eye for detail, who has experience working with smaller organisations, and who has a flexible and can-do attitude. The primary responsibilities would be to assist with BHRC communications, events organisation, and project administration. An interest in human rights issues or international development would be of benefit. The position will be directly supervised by the Project Officer, with oversight from the Vice Chair and respective office holders as required. The position will be based in part remotely and in part in the London office, including for meetings and events. Working arrangements will be agreed with the successful candidate.

About the Bar Human Rights Committee of England and Wales

The **Bar Human Rights Committee of England and Wales (BHRC)** is an independent and international body of barristers called to the Bar of England and Wales, working to protect the rights of advocates, judges and human rights defenders around the world. BHRC is concerned with defending the rule of law and internationally recognised legal standards relating to human rights and the right to a fair trial. It is independent of the Bar Council. 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 works internationally to support and defend those under threat of human rights abuses, particularly lawyers, judges, and other legal professionals, as well as marginalized groups including children, women and refugees. We provide training, resources and guidance to support the development of human rights protections in countries where legal systems are lacking; we raise awareness of human rights abuses through trial observations and fact-finding missions; and we intervene in human rights cases by submitting amicus curiae briefs in domestic and international courts and sending letters of concern to government officials in various jurisdictions. Our vision is for a world in which human rights are universally protected, through every government and state actor's adherence to international law obligations and internationally agreed norms. BHRC members are barristers called to the Bar of England and Wales, trainees, law students or academics. Our members include some of the UK's foremost human rights barristers and legal practitioners. Our members offer their services pro bono, alongside their independent legal practices, teaching commitments and legal studies. BHRC elects an Executive Committee every two years to lead on the policy, strategy and delivery of its work. They are supported by a full-time Project Officer (job share), part-time Communications, Events & Project Assistant, and an Advisory Board.

Duties & Responsibilities

- Manage the setting up of meetings, calls (Zoom / telephone / other virtual platforms), appointments and travel arrangements for BHRC-related business, and minute-taking for internal and external meetings on request, including the monthly BHRC Executive Committee meeting (which the Assistant must be available to attend in person unless held on Teams at the discretion of the BHRC Chair).
- Support with follow ups to email communications, meeting requests, and other routine correspondence either received by BHRC or outgoing from BHRC.
- Support the Project Officers with the administration and planning of international project work.

- Assist in the organisation and administration of events and other initiatives and programmes that BHRC may host or adopt.
- Support with social media management across multiple platforms (proficiency with Twitter and LinkedIn is essential).
- Ability to draft social media posts, organisation announcements, website content, and other materials as required.
- Efficient inputting of new contacts and member data on a daily basis into BHRC membership systems as well as ongoing maintenance of contact information to ensure accuracy and integrity of information (updating contact job changes, new email addresses, renewal dates, etc).
- Support the project team with regular upload of new content and general updates to BHRC website.
- Support the project team with the creation and circulation of a monthly email newsletter sent to BHRC members and contacts via MailerLite.
- Support with ongoing administration of BHRC members (logging into database and relevant mailing lists, facilitating renewals, etc).

Person Specification

Essential

- Strong knowledge and proficiency in MS Office software.
- Strong knowledge of social media platforms, including drafting content and managing posts.
- Ability to manage websites using software such as WordPress.
- Experience in event organisation.
- Excellent administrative skills and previous experience working in an administrative capacity.
- Strong organisational and time management skills with attention to detail.
- Fluent English in both written and spoken communication.
- Good numeracy and literacy skills.
- Familiarity with handling sensitive data.
- Flexible and enthusiastic with a can-do attitude and an ability to work autonomously and independently.
- Support of BHRC's value and aims.

Desirable

- Interest in and commitment to human rights.
- Experience working remotely and/or in small organisations.
- Experience of working in the voluntary sector.
- Experience working with legal professionals.
- Experience with project management.
- Experience with financial reporting.
- Experience of reporting to a board of governors or trustees.

Application Process

To apply for this role, please provide:

- CV (maximum 2 sides of A4) outlining previous experience; and
- Cover Letter (maximum 500 words) explaining why you applied for this job and how you meet the person specification.

Applications sent without a cover letter will not be considered. The names and contact details of two referees will be sought prior to any offer of employment. Please do not include them in your application. Please send your application by email to coordination@barhumanrights.org.uk by close of business **13th February** .

Please indicate "BHRC Communications, Events, and Projects Assistant " and your name in the subject heading.

Please provide all documents as PDF files.

You must already have the right to work in the UK.