

About BHRC

The Bar Human Rights Committee was founded by former Chairman of the Bar Council of England and Wales, Anthony Scrivener QC. It was set up in 1992 to fill the vacuum of a Bar organisation dedicated to human rights.

BHRC's original core aims were to support judges, lawyers and others being persecuted or prevented from protecting the rule of law where it was under attack by governments. Since then, BHRC has expanded both the scope of its activities and its membership.

Our work currently includes highlighting human rights abuses through statements and letters of concern, observing trials to ensure fair trial rights are respected, and strengthening human rights protections through training and network-building.

BHRC currently consists of an 18-person Executive, led by a Chair with support from two Vice-Chairs, Treasurer, Secretary and Membership Secretary, and one full-time staff position of Coordinator. BHRC membership currently numbers around 250: membership is open to every practising or non-practising member of the Bar of England and Wales and all law students in England and Wales.

BHRC is an unincorporated association, but is in the process of applying for charity status. It is independent of the Bar Council.

Communications, Events and Fundraising Volunteer

This volunteer role will provide assistance to BHRC's Coordinator across several different areas of BHRC's work, with a specific focus on communications, events and fundraising.

The role is intended to have substantial flexibility, being shaped not only by the changing needs of BHRC but by your skills, interests and career goals. Some potential areas of focus include:

- Assisting with the creation of a new BHRC website by double-checking site layout and design, migrating historic posts and proofreading content
- Helping with BHRC events: organising guest lists, setting up venues, welcoming and helping attendees, live-tweeting discussions, and supporting follow-up work
- Researching potential new sources of BHRC membership and grant funding
- Providing general administrative support to BHRC and members of its Executive
- Supporting our media work by monitoring relevant human rights news stories, identifying journalists and publications to contact, and keeping our media contact details up-to-date
- Proofreading and fact-checking BHRC written materials
- Processing membership data and helping to send mail-outs to members
- Helping to grow BHRC's Twitter following and our use of social media channels

There is no minimum time requirement for this role, but we're ideally hoping that volunteers would be available for 2 days a week, for around three months. We can offer flexibility on how placements are structured, to try and ensure that they fit around your other commitments.

It's intended that this placement will mostly be undertaken remotely, with regular phone or Skype calls and an in-office day every two weeks (again, this may be negotiable). Travel and lunch expenses will be provided for any days on which office-based working is required.

We particularly need help with BHRC events, which take place in central London on weekday evenings between 5pm and 9pm (including setup time). We currently host (on average) one event every two months. Any time spent assisting with an event would replace your normal volunteering hours for that week, rather than being added to them.

Person Specification

We do not have any specific minimum requirements in terms of previous experience or qualifications. Your skills and approach to the role are more important: we're looking for applicants who can demonstrate a passion for BHRC's work, offer a flexible and creative approach to solving problems, and who have the ability to keep track of multiple different responsibilities, deadlines and conversations at the same time.

The key skills and attributes we'll be looking for applicants to demonstrate are:

- Awareness of and enthusiasm for the human rights issues on which BHRC works
- Some understanding of broader international human rights issues and legal processes (you don't need to be a lawyer, though!)
- The ability to work flexibly and come up with creative solutions to complex problems
- Knowing how to work as part of a small team, and / or work remotely
- Excellent organisational skills, particularly around managing competing demands and varying workloads
- The ability to handle sensitive legal matters discreetly and confidentially
- Familiarity with the standard Microsoft Office suite of tools, specifically Word, Excel and Access
- Strong written and spoken English

Some additional attributes which we'd be keen to know about (but which aren't essential) are:

- Familiarity with a variety of digital platforms, most importantly Wordpress, Twitter, Mailchimp, Eventbrite and / or Basecamp
- Web design, graphic design or photographic skills: CSS, HTML, Photoshop etc
- Language skills
- Experience of working or volunteering within a human rights law context

How to apply

Please send a CV and cover letter to Ed Gillett at coordination@barhumanrights.org.uk no later than Wednesday 10 August. You're very welcome to contact us with any questions before submitting your application.