

## **Project Officer (Job Share)**

### **Job Description and Person Specification**

<b>Job Title:</b>	Project Officer
<b>Reporting to:</b>	Chair
<b>Responsible for:</b>	Project Administrator
<b>Salary</b>	£32,500 prorated
<b>Hours</b>	Part-time (Job Share), 2.5 days per week
<b>Based</b>	London (WC1V), with flexibility to work regularly from home
<b>Contract</b>	Fixed term contract for 12 months, with the potential for extension
<b>Deadline</b>	Thursday 6 January 2022, midday
<b>Interviews</b>	w/c 17 January 2022
<b>Start date</b>	Flexible but ideally as soon as possible

#### **About the role**

**The Bar Human Rights Committee of England and Wales (“BHRC”) is seeking an energetic and experienced professional with confidence in project management, fundraising and governance to join the team as Project Officer as part of a job share.**

The successful candidate and their job share partner will be jointly responsible for the day-to-day coordination of BHRC’s varied programme of projects and interventions. This involves a combination of long-term project work and short-term reactive work, often in response to urgent and developing situations.

This is a wide-ranging role. As a result, the successful candidate must be able to work independently but also productively as part of a small team, with strong administrative, communication and project management skills to support the delivery of the activities of BHRC’s Chair, Office Holders, Executive Committee and wider membership. We are looking for someone who is proactive and efficient, with an eye for detail and who has experience working with smaller organisations.

Experience of the international human rights, international development or charity sector is desirable. Experience in fundraising is essential since the role involves relationship-building and submission of funding applications and update reports to present and potential funders.

This position is envisioned to be based in part remotely and in part in the London office, including for meetings and events once such in-person activities are resumed. Working arrangements will be agreed with the successful candidate. Please note that duties and working will be modified as appropriate during the COVID-19 pandemic.

### **About the Bar Human Rights Committee of England and Wales**

The Bar Human Rights Committee of England and Wales (BHRC) is the international human rights arm of 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 the UK's most experienced and talented human rights barristers.

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 (to become a job share through this role), part-time Administrative Assistant, and an Advisory Board.

More information is available at [barhumanrights.org.uk](http://barhumanrights.org.uk)

### **Key Responsibilities (to be shared between job share partners)**

#### **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, including the participation of individual BHRC members.
- 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.
- Working in conjunction with the assigned BHRC Executive Committee member(s) for each project.
- Maintaining BHRC's calendar, including project and reporting deadlines.

#### **Policy & Advocacy**

- Coordinating BHRC's urgent response work from initial drafting to approval and dissemination.
- Building and maintaining positive professional relationships with key stakeholders, including partner organisations, donors, BHRC members, often acting as the first point of contact for the organisation.
- Supporting the BHRC Chair, Officer Holders or Executive Committee as required by drafting correspondence, briefing and policy/advocacy documents.
- Representing BHRC at external meetings as required.
- Preparing briefings for internal and external use.
- Contributing to, drafting and/or editing a variety of publications, when necessary.
- Monitoring external developments and scoping advocacy potential in accordance with BHRC's strategic priorities and assisting with a strategic response.

#### **Communications & Media**

- Maintaining BHRC's social media presence in line with BHRC objectives.
- Website management, including writing, uploading and editing content.
- Ensuring effective dissemination of BHRC's publications, including to the media, and drafting press releases.
- Producing regular updates for BHRC members and stakeholders.
- Producing an annual report of activities.
- Identifying potential media opportunities for comment by BHRC Chair, Officer Holders or Executive Committee.
- Identifying opportunities to contribute short articles to profile BHRC's work, including assisting with drafting. Leading on maintaining internal contact databases of key external contacts.

#### **Fundraising**

- Identifying potential public or institutional funding sources, drafting funding applications, and / or preparing fundraising packages to target potential donors (with

oversight of one or more members of the Executive Committee), in accordance with BHRC's strategic priorities.

- Identifying and seeking potential funding for BHRC's administrative assistant role.
- Maintaining positive relationships with existing donors/supporters.

### **Management & Administration**

- Providing line management to the administrative assistant, including in the following areas:
  - General office management, including filing and record keeping.
  - Overseeing the management of BHRC's membership system.
- 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.
- Organising BHRC's monthly Executive Committee meetings, including preparing the agenda and meeting materials and drafting the minutes.
- Coordination of all international visits.

### **Strategic Development**

- Assisting with the development of BHRC's research, policy and advocacy strategies in line with BHRC's aims and objectives and strategic priorities as set by the Executive Committee.
- Assisting in developing a theory of change.
- Assisting with the development and implementation of BHRC policies and procedures.
- Assisting with the development and implementation of a fundraising strategy.
- Assisting with the development and implementation of a membership recruitment strategy.

### **Financial Management**

- Working with BHRC's Treasurer to manage budgets and financial accounting and record keeping.
- Managing the day-to-day financial responsibilities of the organisation, including payments and banking duties.
- Liaising with BHRC's accountants over payroll and preparation of annual accounts.

## Person specification

### Essential

- Degree in a relevant field, e.g., law, international development, politics, international relations or similar.
- Relevant professional experience, including coordinating multiple projects for various stakeholders.
- Fundraising experience.
- Experience of organising public events and seminars.
- Strong administrative and project management skills, including project planning, coordination, prioritisation, time management and an ability to multi-task.
- Strong written communication skills, including adapting communication materials to target audiences, e.g., press releases, public letters, social media.
- Excellent professional interpersonal skills, including networking and promotional skills.
- Excellent computer skills, including Word and Excel.
- Fluent in written and spoken English.
- Ability to work independently and under minimal supervision.
- Willingness and availability to work and/or travel out of office hours on occasion, when required.

### Desirable

- Law degree or equivalent qualification, and/or LLM in International Human Rights Law or similar.
- Experience working in a small organisation or as part of a small team.
- Financial management experience.
- Knowledge of international human rights law or advocacy or of international development.
- Working knowledge of national and international government structures and institutions, including the UK Parliament, the European Court of Human Rights and the United Nations.
- Skills in website content management (specifically editing and managing content).
- Previous line management experience.
- Additional languages.
- Previous governance experience.

### **Application process**

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](mailto:coordination@barhumanrights.org.uk). Please indicate “BHRC Project Officer (Job Share) Application” 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.

### **Deadline to apply**

Applications must be received by Thursday 6 January at midday. Late applications will not be considered.

Interviews will be conducted remotely.

No agencies please.