

Vacancy: Training and advocacy support manager



Commencement: 1 June 2016

Based: Geneva, Switzerland

Reports to: Director

Applications close: 11 April 2016

Post: 80-100%

The International Service for Human Rights is seeking an outstanding human rights **Training and Advocacy Support Manager** to join our dynamic team.

Established in 1984, ISHR is a leading non-governmental organisation with staff in Geneva, New York and Abidjan. ISHR works to support human rights defenders in their engagement with international and regional human rights systems, and to strengthen those systems so that they are more accessible, effective and protective for defenders.

ISHR's work to support and protect defenders focuses on those who are most at risk, including women human rights defenders, LGBTI rights defenders, defenders working on issues of corporate accountability, and defenders working to promote democracy and combat impunity.

ISHR's work to strengthen human rights systems focuses on international mechanisms, such as the UN Human Rights Council, Special Procedures and treaty bodies, and regional mechanisms, such as the African Commission on Human and Peoples' Rights and the Inter-American Commission on Human Rights. We also work with local partners to promote implementation of the resolutions and recommendations of these bodies at the national level.

Position overview

This position will focus on the design, implementation, evaluation and enhancement of ISHR's training, capacity building and advocacy support for human rights defenders.

While seeking to systematise and standardise aspects of ISHR's training and advocacy support, it is expected that the Manager will work closely with Programme Managers to ensure that ISHR's capacity building activities are adapted to the situation and needs of particular groups of defenders. This will also involve consulting directly with defenders for needs assessment and to adapt advocacy support.

ISHR's training, capacity building and advocacy support takes place at the international, regional and national levels and is provided both offline and, to a lesser degree, online. This Manager will be expected to increase and enhance the information, resources, advice and support that ISHR provides online. The position will also involve working closely with ISHR's Communications Team to produce manuals, newsletters and other resources and materials to inform and capacitate human rights defenders.

Finally, it is expected that the Manager will be the focal point within ISHR in relation to engagement with the Treaty Bodies. This engagement will focus on conducting research, advocacy and outreach to make those bodies more accessible, effective and protective for defenders in general, and working with national level partners to prepare reports and advocate for recommendations in relation to the situation and protection of defenders within particular countries.

Role and responsibilities

More specific responsibilities include:

1. Training, advocacy accompaniment and capacity building

- Take overall responsibility for the design, implementation, evaluation and enhancement of ISHR's training, capacity building and advocacy support for human rights defenders in Geneva and New York, and at the regional and national levels, including our signature Human Rights Defender Advocacy Programme.
- Work to systematise and standardise ISHR's training and advocacy support methodologies, materials and resources, making them more comprehensive, accessible and consistently high quality.
- Consult with human rights defenders and programme staff to ensure that training, capacity building and advocacy support activities are relevant and adapted to the situation and needs of particular groups of defenders.
- Work with programme staff to develop training and capacity building projects and activities, and with finance and fundraising staff to develop budgets and to secure resources in this regard.
- Support and advise programme staff in the design, delivery and evaluation of training, capacity building and advocacy support activities.
- Evaluate and follow up on training, capacity building and advocacy support activities with a view to reinforcing capacities, assessing impact, and building partnerships and networks.

2. Information and resources

- Work with programme managers and the Communications Team to research, draft, design and deliver information products and resources for human rights defenders, including manuals, handbooks, and e-newsletters such as the Human Rights Monitor.
- Take overall responsibility for the design and roll-out of an online Human Rights Council Strategy and Advocacy Platform and for the coordination of strategic and advocacy advice and support provided through this platform by Programme Managers and other experts.
- Expand and enhance the range of ISHR's online information products and resources for human rights defenders.

3. Treaty body focal point

- Act as ISHR's focal point within ISHR in relation to engagement with the Treaty Bodies, or such other international or regional human rights mechanism as assigned.
- Conduct research, advocacy and outreach to make the Treaty Bodies more accessible, effective and protective for human rights defenders.
- Collaborate with national-level partners to prepare country-specific Treaty Body reports and to advocate for the adoption and implementation of recommendations to enhance the protection of defenders within those countries.

4. Other

- It is expected that this position will take responsibility for formalising, coordinating and servicing an ISHR alumni network of former ISHR trainees, participants and interns.
- It is expected that this position will undertake and support some advocacy activities around other international human rights mechanisms, including the UN Human Rights Council.
- All such other tasks as may be assigned by the Director or are necessary for the effective operation of a lean NGO.

This job description outlines the current duties and responsibilities of the position. These will be reviewed on a regular basis with the position holder and are subject to change according to the needs and priorities of ISHR.

Qualifications and experience

It is highly desirable that the successful applicant has or can demonstrate:

- Experience advocating and working for the promotion and protection of human rights at the local or national level, particularly through non-governmental organisations, with experience using international and regional human rights mechanisms for this purpose a significant advantage.
- Experience in the design, implementation and evaluation of successful human rights training, education and capacity building programmes for adults and in diverse cultural contexts, particularly those targeted at human rights defenders.
- A degree in human rights, law, international relations, education or other relevant discipline.
- At least 5 years' professional experience working in the field of human rights, education, or another relevant field.
- Experience in developing and disseminating human rights information products and resources, both offline and online.
- Experience coordinating the production of reports, briefing papers, manuals and e-newsletters, including the drafting and editing of contents.
- Experience working with developers, designers or other external consultants to build and manage websites or other online coordination and learning platforms would be an advantage.
- Experience using online programme management tools would be an advantage.
- A strong commitment to, and passion for, the principles and practice of human rights.
- Outstanding interpersonal skills and the ability to work collaboratively, flexibly and effectively in a small, dynamic international team.
- Ability to think and act quickly, creatively and strategically under pressure.
- Excellent organisational skills.
- Excellent oral and written communication skills in English with proficiency in a second UN language, particularly Arabic or Spanish, being a significant advantage.
- Capacity and interest to travel overseas, sometimes at short notice.

Equal opportunity

ISHR is an equal opportunity employer and actively seeks a diverse pool of applicants. Accordingly, while this is envisaged as a full-time position, part-time arrangements may be considered. For candidates outside Switzerland, ISHR may be able assist employees with obtaining the necessary visas and work permits and by providing relocation advice.

Salary

ISHR seeks exceptional applicants and offers competitive salaries and benefits. A salary in the order of CHF 6,750 to 7,250 per month is envisaged. The successful applicant will be employed on an initial one-year contract with the possibility of ongoing employment.

Applications

Please submit a cover letter, curriculum vitae, contact details for two recent professional referees, and brief writing sample (maximum 3 pages) by email to jobs@ishr.ch by 11 April 2016.

Please use the subject title: Human Rights Training and Advocacy Support Manager.

Only short-listed candidates will be contacted.