

Vacancy: Training and advocacy support manager



Commencement:	1 May 2020, or sooner if possible
Reports to:	Programme Director(s)
Location:	Geneva, Switzerland, with international travel
Hours:	80-100%
Salary band:	CHF 6,500 – CHF 7,500 (at 100%)
Applications close:	03 February 2020

Purpose and position overview

The International Service for Human Rights supports human rights defenders, strengthens laws and systems for their protection, and contributes to a safe and enabling environment for their vital work at the national, regional and international levels.

Through our human rights defender support programme – which includes training, advocacy accompaniment and capacity building activities – we aim to:

- make defenders more influential, equipping them to better use international and regional human rights mechanisms to achieve change on the ground;
- provide defenders with solidarity and stronger networks of influence, protection and support; and
- contribute to defenders' resilience, wellbeing and the sustainability of their work.

ISHR's human rights defenders support activities are undertaken both online and offline, and in locations including Geneva, New York and the diverse regions and national jurisdictions in which we work.

This position has primary responsibility for the design, implementation, evaluation and enhancement of ISHR's human rights defender support programme.

The position also has responsibility for developing methodologies and building capacities and capabilities among ISHR staff to provide training and support to defenders, as well as supporting other staff in the delivery of programmes.

The Manager will work closely with programmatic staff to ensure that ISHR's training and capacity building activities are adapted to the situation and needs of defenders. This will also involve consulting directly with defenders.

The Manager will increase and enhance the information, resources, advice and support that ISHR provides online. The position therefore involves working closely with ISHR's communications team to produce manuals, newsletters and other resources and materials to inform and capacitate defenders.

Key responsibilities

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.
- Strengthen, systematise and standardise ISHR's training and advocacy support methodologies, materials and resources, making them more comprehensive, accessible and 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, and remain relevant, accessible and highly effective.
- Develop methodologies and build capacities and capabilities among ISHR staff to provide enhanced training and support to 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 further development and maintenance of the online [ISHR Academy](#), including the provision and coordination of strategic and advocacy advice and support to defenders through this platform.
- Expand and enhance the range of ISHR's online information products and resources for human rights defenders.

3. Other

- Work with the Campaign and Mobilisation Manager to build, coordinate and service an alumni network of former ISHR trainees, fellows and participants.
- 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 things as may be reasonably requested from time to time or as may be necessary to the functioning of a lean, dynamic, flexible and efficient NGO.

This position description reflects the needs of ISHR as they are currently identified. It is inherent to the position that it will evolve over time to reflect and best respond to ISHR's changing needs and priorities.

Qualifications, skills and experience

It is highly desirable that the applicant has or can demonstrate a combination of the following qualifications, skills and experience:

- Experience working with human rights defenders
- Experience in the design, implementation and evaluation of successful training, education and capacity building programmes in diverse cultural contexts, online and offline. Experience in peer-to-peer training and training of trainers is an advantage.
- Experience advocating for 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 an advantage
- Excellent facilitation skills that enhance learning and contribute to engagement, presence and wellbeing
- A degree in human rights, education, teaching, law, international relations or other relevant field
- At least 4 years' professional experience working in human rights, education or other relevant field

- Experience developing and disseminating educational or informational 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 in innovative e-learning, including working with developers or other external consultants to build and manage websites or other online coordination and learning platforms
- A strong passion and commitment to human rights
- Outstanding interpersonal skills and the ability to work collaboratively, flexibly and effectively in a dynamic and diverse team
- Ability to think and act quickly, creatively and strategically under pressure
- Excellent organisational and administrative skills
- Excellent oral and written communication skills in English, with proficiency in a second UN language an 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 to assist successful candidates with obtaining the necessary visas and work permits in accordance with Swiss law.

Privacy Policy

The protection of your privacy is important to ISHR. Your personal data will be processed according to our Privacy Policy, which tells you what we do with your personal data, how they are used, and what your rights are as an individual under the General Data Protection Regulation.

Read our Privacy Policy here: [ishr_data_protection_policy_250518.pdf](#).

Applications

Please complete the following form

<https://app.smartsheet.com/b/form/e7d66a5d146c4817b424dba004779574> uploading a cover letter, curriculum vitae, and a brief example (maximum 2 pages) of training materials you've had primary responsibility for designing and delivering.

Only short-listed candidates will be contacted.