

## Vacancy:



## Programme Manager: Environmental Justice and Sustainability; Civil Society Access

**Commencement:** January 2021

**Reports to:** NY Co-Directors, Executive Director

**Team:** Programmes

**Location:** New York

**Hours:** 100% (part-time at 80% will also be considered)

**Salary band:** Base salary USD 6375 – 6800 per month + 15% of base salary in lieu of health insurance & 401K

**Applications close:** On a rolling basis

Seeking applicants with authorisation to work in the United States. Unfortunately, ISHR is not in a position to assist in obtaining work authorisation.

### Purpose and position overview

The International Service for Human Rights (ISHR) 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. We do this through an integrated suite of activities including training, capacity building, advocacy, legislative and policy development, strategic litigation, campaigns, and coalition building and coordination.

Together with the New York team – and working closely with finance, fundraising, communications and campaign staff globally – this position will have overall responsibility within the New York office of ISHR for ISHR's work to support human rights defenders fighting for **environmental justice and sustainability**. In this regard, the role will involve working closely with ISHR's Business and Human Rights Programme Manager located in the Geneva office of ISHR. The position will also have overall responsibility for ISHR's work to enhance **civil society access to the UN**.

### Key responsibilities

- Contribute to the management, development, planning, implementation, monitoring and evaluation of ISHR's strategies and campaigns in the area of environmental justice and sustainability, in consultation with human rights defenders and in close collaboration with relevant ISHR colleagues;
- Manage the development, planning, implementation, monitoring and evaluation of ISHR's strategies and campaigns regarding civil society access to UN human rights mechanisms and bodies, in consultation with human rights defenders and in close collaboration with relevant ISHR colleagues;
- Develop and strengthen relationships and partnerships with key stakeholders, including civil society, UN staff and representatives, government and business representatives;
- Represent ISHR at external meetings, including in association with the UN Office of the High Commissioner for Human Rights, the UN Secretary General's Office, ECOSOC, the Committee on NGOs and the UN General Assembly;
- Work with the fundraising and finance staff to identify, obtain and responsibly and sustainably manage resources for relevant programmes;
- Supervise programme officers, interns and fellows within the organisation;

- Support and contribute to other ISHR programmes and major activities, including the Human Rights Defender Advocacy Programme;
- 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.

*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:

- A strong commitment to, and passion for, the principles and practice of human rights;
- A degree in human rights, law, international relations or other relevant field;
- 5 years or more of professional experience working to influence human rights laws, policies and institutions, intergovernmental organisations, diplomatic missions or governments;
- Experience designing and implementing successful human rights programmes, campaigns and initiatives;
- Experience working with human rights defenders and activists;
- Experience building and managing high performing, collaborative and dynamic teams;
- Experience securing and responsibly managing financial resources and budgets;
- Experience contributing to capacity building and training activities, and strong facilitation skills that enhance learning and contribute to engagement, presence and wellbeing;
- 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, and to work autonomously and with limited supervision;
- Excellent drafting and editing skills and fluency in oral and written English, with proficiency in a second UN language an advantage;
- Excellent organisational and administrative skills;
- Capacity and interest to travel overseas, sometimes at short notice.

### **Equal opportunity**

ISHR is committed to the principle of equal employment opportunity and values a diverse workforce. ISHR's policy is to practice fair and non-discriminatory recruitment and selection procedures and strive for international and multicultural personnel. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, national origin, age, religion, disability, sexual orientation, gender identity and expression or sex characteristics.

### **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: <https://www.ishr.ch/privacy-and-integrity-policies>.

### **Applications**

Please complete the [application form](#) uploading a cover letter, curriculum vitae, and a brief example (maximum 3 pages) of a human rights programme or activity for which you've had primary responsibility for, and its design, implementation, impact and learnings.

***Only short-listed candidates will be contacted.***