

JOB DESCRIPTION

Job Title: EHRAC Head of Programmes (Maternity Cover)
Job Ref: LAW107
Campus: Hendon
School: Law
Grade: 9
Salary: £52,451 including Outer London Weighting, per annum
Period: Temporary 12 month maternity cover, 4-5 days per week
Report to: EHRAC Director
Reporting to post: PR and Development Officer, Programme and Finance Advisor, Finance & Grants Officer, Programme Assistant, Programme Support Officer

Job Purpose: The Head of Programmes is responsible for all operational stages of EHRAC's programme to build the capacity of lawyers, NGOs and civil society in the former Soviet Union to secure justice for victims of human rights abuse through the European Court of Human Rights. The postholder will ensure that all programme activities are well-resourced, delivered to a high standard, on time and to budget, and meet all University and donor requirements.

Key areas:

- Organisational strategy development and planning
- Fundraising, grant management and donor reporting
- Resource mobilisation – human resources and financial resources
- Co-ordinating implementation of legal skills/ legal capacity building activities
- Directly implementing organisational training programmes and mentoring for partner organizations.
- Planning and undertaking monitoring, evaluation and impact assessment of the programme
- Financial management
- People management and team development

Main duties and responsibilities

Responsible for:

1. Developing the organizational strategy and financial planning for EHRAC's programme to build the capacity of lawyers, NGOs and civil society in the former Soviet Union to secure justice for victims of human rights abuse through the European Court of Human Rights; to build the capacity of NGOs, and to advocate for consequential changes to policy and practice.
2. Building and maintaining relationships with key donors, diplomats, and international organisations that are able to support/ are aligned with EHRAC
3. Developing and implementing the fundraising strategy and overseeing the implementation of the fundraising plan
4. Developing six- and seven-figure funding proposals, and preparing donor budgets (based on strategies and plans)
5. Overseeing the monitoring of all EHRAC financial activities, including internal reporting, donor reporting, forecasts; annual audit and budget holding responsibilities for a £800,000/ year budget.
6. Managing the development and implementation of monitoring, evaluation systems and responsibilities, and ensuring that lessons are brought back into the programme.
7. Co-leading the development of agreements and plans with existing and potential partners in EHRAC focus countries, including project design.
8. Co-ordinating partner capacity-building activities in the UK, Russia, Armenia, Azerbaijan, Georgia and Ukraine
9. Overseeing the development of EHRAC's website, various publications and social media.
10. Managing a team of operational staff, ensuring all line reports have strategically-aligned objectives, learning and development plans, and regular appraisals

11. Liaising with the EHRAC Advisory Board and International Steering Committee– a group of senior level specialists who offer guidance to EHRAC's development.
12. Representing EHRAC to donors, government officials, partners and other interlocutors

Annual Leave: 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon campus please ensure you can commute without a car.

Information on public transport to Hendon can be found here:

<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

Flexible working applications (including part-time working) will be considered.

What Happens Next?

If you wish to apply for this post please return to the portal and click on Apply Online.

If you wish to discuss the job in further detail please contact Laure Trebosc on (020) 8411 6923.

Person Specification

ESSENTIAL:

- Experience of managing a complex grant-funded project or programme in an academic or NGO environment
- Proven practical experience of financial management and budget-holding in a not-for-profit or higher education environment
- Experience of securing six or seven- figure grants from foundations, trusts and/ or institutional donors.
- Experience of managing staff and volunteers
- Excellent organisational skills including the ability to work under pressure, manage multiple tasks and prioritise own workload
- Experience of organising training/capacity-building at individual and group level, preferably in an international context
- The ability to communicate very well with people from multiple backgrounds in English both orally and in writing
- Willingness to undertake occasional overseas travel and work occasional evenings and weekends to meet the requirements of the job

DESIRABLE:

- Experience of working in a human rights NGO
- Experience managing EC-funded projects
- Knowledge/understanding of human rights

- Interest/experience in the former Soviet Union
- Russian, Armenian, Azerbaijani, Ukrainian or Georgian language skills