

JOB DESCRIPTION

Job Title: EHRAC Development Officer
Job Ref: LAW117
Campus: Hendon, London
School: Law
Grade: Grade 6
Salary: £31,834 - £36,508 per annum (inc Outer London Weighting)
Period: 2 years
Report to: EHRAC Head of Programmes

Job Purpose:

EHRAC is an independently funded legal centre based within the School of Law at Middlesex University that works in partnership with NGOs and lawyers in Russia, Georgia, Armenia, Azerbaijan, and Ukraine. We undertake joint litigation at the European Court of Human Rights, mentor partner lawyers and hold training events in the UK, Strasbourg, in our partners' countries, and at a regional level. We also produce publications to make information on cases of human rights violations in the former Soviet Union more widely known.

The key aspect of the role is to fundraise to consolidate and increase the flow of funds from existing sources, including identification of new funders and approaches to fundraising. Working under the Head of Programmes, the post-holder will be responsible for managing grants secured by EHRAC, through reporting and regular liaison with donors. They will take a proactive role in developing and improving donor relations and relationships with partner NGO's in the UK and the target region.

Key areas:

With guidance and supervision from the Head of Programmes, the key areas are:

- (a) Developing and implementing EHRAC's fundraising strategy, identifying new sources of funding and new approaches to fundraising, whilst consolidating and increasing the flow of funds from existing sources;
- (b) Grant management (including writing donor proposals, donor reports, keeping donors informed of EHRAC events/achievements, liaising with partners to obtain information for reports);
- (c) Developing and improving relationships with donors, NGO's and other key stakeholders with the aim of making EHRAC more visible and connected to maximize funding opportunities and co-operations

Main duties and responsibilities

1. To develop and implement annual fundraising plans in line with EHRAC's fundraising strategy;
2. To pro-actively identify and exploit sources of funding for EHRAC from international, governmental and private grant-making trusts, and explore the potential of new avenues of funding (corporate, individual, large donor, etc.).
3. Review and maintain a database of existing and potential funding bodies (UK, European and International) including detailed donor profiles to identify those institutions whose funding criteria is most closely related to EHRAC's work.
4. Participate in project design and lead on drafting funding applications to existing and potential funders.

5. To lead on grant management of a small portfolio of EHRAC's project funding grants: including liaising with donors and partners, developing terms of references and MoU's, periodically reviewing project expenditure and progress, ensuring compliance with grant terms and commitments (under the overall supervision of the HoP)
6. In collaboration with the Programme Team to monitor and maintain records of programme outputs, outcomes and impact and measure progress against indicators; Develop and maintain a learning system/process for improving project proposals and grant management.
7. Lead on preparing narrative reports to funders as per grant requirements, and regularly liaise with existing funders.
8. Initiate and identify strategic meetings to meet new and potential donors, partners and supporters, including representing EHRAC at external events.
9. Jointly with the Programme Support Officer, recruit and supervise EHRAC Programme Team interns.
10. Undertake other duties of a reasonable nature within the scope and level of the role.

Person Specification

ESSENTIAL:

- Degree level or equivalent work experience in a relevant role
- Successful track record of fundraising for complex multi-country projects from trusts, foundations, government and intergovernmental bodies;
- Excellent drafting skills across a range of mediums, to adapt grants and reports according to donor requirements;
- Demonstrable experience of grant management and of monitoring results against indicators;
- Excellent relationship building skills and negotiating and influencing skills
- Excellent presentational and communication skills in English – both oral and written;
- Knowledge and understanding of human rights;
- Ability to prioritise workload, manage multiple tasks and work under pressure;
- Ability to work as a member of a team
- Ability to use initiative;
- Excellent organisational skills;
- Excellent IT skills;

DESIRABLE:

- Knowledge of Russian or another language of EHRAC's target region
- Experience of fundraising from high net worth individuals, corporate fundraising or event fundraising

Hours: 35.5 hours per week, actual daily hours by arrangement (Flexible working applications will be considered)

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.

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:

<https://www.mdx.ac.uk/get-in-touch/directions-london>

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.

What Happens Next ?

If you wish to discuss the job in further detail please contact Patrick Regan on

P.Regan@mdx.ac.uk, 0208 411 6923