

JOB DESCRIPTION

Job Title:	EHRAC Project Officer (Combating Security Force Abuses)
Ref no:	LAW136
School/Service:	Law
Grade:	6
Starting Salary:	£32,407 - £37,165 pro rata per annum (including Outer London Weighting)
Contract type:	Fixed term (24 months)
Hours per week:	21.3 (3 days per week)
Reporting to:	EHRAC Head of Programmes

Overall Purpose:

The EHRAC Project Officer will be responsible for the day-to-day running of EHRAC's brand new project focused on tackling security force abuses in Russia, Ukraine, and Georgia.

EHRAC has litigated, and continues to litigate, many cases before the European Court of Human Rights, as well as other international mechanisms, concerning the use of excess force by state agents. These cases include extrajudicial killings, enforced disappearances, and other abuses, particularly those committed in the context of past or current conflicts in the North Caucasus region of Russia, Crimea and eastern Ukraine, and the disputed Caucasus territories of Abkhazia and South Ossetia.

The aim of the new project is to build the capacity of human rights lawyers in Russia, Ukraine, and Georgia to seek and secure justice for the victims of human rights violations committed by security forces in the region. We want to empower human rights defenders and civil society organisations to advocate for domestic change and to advance the humanitarian and judicial resolution of cases of enforced disappearances and other egregious abuses.

Working closely with local partners, civil society organisations and international experts, EHRAC will: carry out advocacy activities before international human rights fora; deliver comprehensive legal training and mentoring programme; and develop resources to ensure that litigators and activists can effectively seek redress, challenge impunity, and advocate for change.

The Project Officer will be integral to ensuring that the project is effective by coordinating the delivery of project activities and ensuring compliance with donor requirements.

The role holder will work in close collaboration with the lawyer responsible for the broader implementation of the project, as well as the Finance Assistant. They will be supervised by the Head of Programmes.

The Project Officer will carry out day-to-day project management and organise project activities in collaboration with regional partners. The role requires excellent organisational skills, prior experience in project management or coordination, and the ability to deal with sensitive issues.

Principal Duties:

1. Setting up and closing the project in line with donor requirements and Middlesex University policies and procedures;
2. Regular liaison with project partners and donor;

3. Ensuring compliance of project activities with donor requirements
4. Monitoring the delivery of partner activities (including the review of partner narrative and financial reports).
5. Drafting quarterly reports for the donor;
6. Setting up monitoring and evaluation frameworks in collaboration with EHRAC's Strategy, Evaluation and Reporting advisor, capturing and analysing data for evaluation learning and reporting purposes.
7. Providing research and administrative support to the project Lawyer.
8. Leading on travel logistics and security for project participants.
9. Logistical organisation of project trainings, international workshops, other events and meetings;
10. Implementing the security, health and well-being plans developed and engaging relevant professionals and experts where required to provide support where needed.
11. Procuring the services of consultants and programme experts following the guidelines set out by the funder and Middlesex University.
12. Managing consultants, programme experts and specialists engaged under the project.
13. Organising the translation of key documents required for project delivery.
14. Providing regular progress updates internally to the Head of Programme, Legal Director and other key project personnel.
15. Maintaining an up to date risk register, updating security protocols and horizon scanning of the external environment.
16. Ensure any personal information is kept and distributed in line with the General Data Protection Regulations (GDPR), Middlesex University (MU) Computer Use Policy, MU Academic Regulations and other local regulations.
17. The postholder will actively follow MU policies including Equality & Diversity Policies.

PERSON SPECIFICATION

SELECTION CRITERIA:

Essential:

- Relevant Degree or equivalent level qualification or experience.
- Experience of project management in the non-profit sector.
- Demonstrable interest in working in the field of international human rights
- Relevant experience in at least 1 of the following areas: human rights advocacy or monitoring or research; monitoring and evaluation; risk assessment or security;
- A willingness and ability to work on sensitive and potentially distressing content and willingness to support others.

- An understanding and appreciation of the relevant security and wellbeing risks involved in this type of project.
- An understanding of or previous involvement in donor reporting and relations.
- Previous involvement in large multi-year projects funded by international donors
- Excellent knowledge of MS Office, Excel.
- Excellent written and spoken communication skills.
- The ability to work independently, take initiative manage own workload, and meet agreed deadlines.
- Ability to build strong working relationships with a variety of colleagues, including those working remotely, and partners from a variety of countries and regions.

Desirable:

- Knowledge of a language of EHRAC's target region: Russian, Ukrainian, Georgian, or Spanish
- Experience of coordinating projects funded by institutional donors (e.g. US, UK, EU government donors etc.)

Hours: 21.3 hours per week for 52 weeks per annum; actual daily hours by arrangement. Some flexible working involving weekend or evening work will be required.

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 using 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, and bicycle and motorbike parking and changing facilities.

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

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

What Happens Next?

If you wish to discuss the job in further detail please contact Patrick Regan, EHRAC Strategy and Evaluation Advisor on p.regan@mdx.ac.uk. If selected for interview, you will be advised by the School of Law usually within 3 weeks of the closing date.