

ROLE PROFILE

JOB TITLE:	Advocacy Officer	REPORTING TO	Claire Ivers, Head of Advocacy
TEAM:	Advocacy Team	DATE:	July 2024
LOCATION:	Brussels	CONTRACT TYPE:	Fixed- 2 year
WEEKLY HOURS:	38	SALARY:	The salary range for this role is 3100-3500EUR per month gross. Conditions are according to Belgian legislation including the legal ability to live and work in Belgium.

Principal Objective of the Team and Role (general nature, level, purpose and objective):

Team Purpose: The Advocacy Team provides support to HRDs at risk through targeted advocacy at the national, regional and international levels with governments, inter-governmental organisations and other relevant stakeholders including businesses and investors. The Global Advocacy Team has a particular focus on FLD’s engagement with EU institutions and EU member states, the US, UK, Norway and Switzerland and other like minded states, the UN, responsible investor networks and International Finance Institutions in support of the protection of HRDs.

Role Purpose: This role will have the responsibility to provide support to Human Rights Defenders (HRDs) at risk through pressing the EU and like minded states to take action on individual HRD cases, as well as through advocating for the adoption and reviewing of relevant policies to strengthen the protection of HRDs. Under the supervision of the Head of the Global Advocacy Team, the Advocacy Officer will engage directly with EU institutions and EU member States, the UK, Norway, Switzerland, the UN, civil society, HRDs and other relevant international, regional, or national actors.

Responsibilities:

The list should contain each and every essential job duty or responsibility that is critical to the successful performance of the job. The list should begin with the most important functional and relational responsibilities and continue down in order of significance.

1. Carry out advocacy with the EU and like-minded states in support of human rights defenders at risk

Responsibilities:

- Outreach to EU/member state authorities and to other like minded states on cases of HRDs at risk, pressing for action in accordance with the EU Guidelines on HRDs and beyond;

- Liaise directly with HRDs as needed and in coordination with the Protection Team, to advise on tailored advocacy actions;
 - Identify and develop FLD’s input into key relevant processes at the EU, UN and Council of Europe levels, that impact HRDs
 - Identify key opportunities for advocacy on cases and also to ensure the accessibility and participation of HRDs in relevant international settings;
 - Organise advocacy rounds for HRDs in Brussels, Geneva and in capitals
 - Conduct advocacy research to identify advocacy pressure points;
 - Write and edit high-quality advocacy content including letters, statements, briefings and other relevant communications destined for EU, UN and states.
 - By delegation of the Head of Global advocacy, represent Front Line Defenders in advocacy meetings
 - Carry out administrative tasks such as regularly updating key contacts and the advocacy calendar.

2. Advise on Front Line Defenders’s internal coordination and analysis around advocacy on case work

- Participate in the weekly internal case calls, gathering relevant Front Line Defender colleagues with the objective of identifying priority cases to take up as well as relevant advocacy actions to be undertaken by the Advocacy Team to secure positive outcomes for HRDs;
- Monitor and analyse trends regarding impact of advocacy undertaken by Front Line Defenders on individual cases of HRDs and draw learning, draft quarterly analysis, board reports, and contribute to other relevant documents such as the Global Analysis;
- Track results achieved on advocacy around case work in the database, and compile detailed data and analysis on responses for analysis and for reporting to headquarters.

3. Work with external partners to strengthen global calls for action on HRDs’ protection

- Build and maintain connections with human rights organisations to ensure the mainstreaming of HRD issues in broader human rights discussions at the EU level and beyond;
- Contribute and participate in relevant civil society coalitions

This job description is intended as a summary of the primary responsibilities of and qualifications for this role. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform based on requirements either now or in the future.

Reporting Structure (number of team members supervised in this job):	
Directly: 0	Indirectly: 0
Key Relationships (please specify contacts):	
Internal: Advocacy Team, Protection Team, DPC Team	External: US officials and diplomats, civil society, UN officials

Salary

The salary range for this role is 3100-3500EUR per month gross (13.92 times a year) depending on experience. This will be agreed on appointment. Conditions are according to Belgian legislation including the legal ability to live and work in Belgium.

The contract is based on a 38 hours a week, Monday to Friday, based in the organisation's EU office in Brussels. The Advocacy Officer may take 26 days leave per year in addition to public holidays in Belgium. The organisation provides life insurance, a contribution to health insurance, an income protection policy, and matches individual contributions to a pension up to 8% of gross salary.

Person Specification (the minimum qualifications needed to perform the essential functions of the job such as qualifications, skills and experience of doing the key elements of the role).

Knowledge, Skills and Experience:

- Minimum of two years of relevant experience in a similar role and sound knowledge of the functioning of the EU Institutions, EU human rights instruments, policy and practice, and the UN and international human rights standards.
- Ability to defend and explain complex issues and positions to international, regional, and national actors including governments and diplomats.
- Strong communication skills including the ability to clearly and concisely communicate ideas and render complex concepts accessible to human rights defenders not familiar with advocacy and/or the functioning of the EU and the UN.
- Demonstrated ability to think strategically and advocate effectively.
- Excellent English communication and drafting skills.
- Ability to multi-task effectively, manage time, adjust to changing priorities, and meet deadlines.
- Strong interpersonal skills to work collaboratively within Front Line Defenders, as well as develop constructive relationships with HRDs, NGOs, international and regional organisations, and governments.
- Computer skills (office applications, database updating);

Desirable:

Excellent communication and drafting skills in either French and/or Arabic.

Demonstrated experience working with a human rights defender-centered approach and engaging with grassroots HRDs and/or communities of different cultures.

Experience undertaking or contributing to high-quality research, analysis and drafting, as demonstrated by a range of publications.

Experience working within the EU institutions, the UN, or a foreign ministry

A graduate degree or an equivalent level of experience in human rights, law, international/European affairs, or a related field is required.

Experience of human rights field work.

Front Line Defenders Values:

1. Working with HRDs:

- Commitment to our Work
- Responsiveness to HRDs
- Decision Making & Problem Solving
- Exercising Good Judgement
- Listening
- Results Focussed
- Perseverance

2. Developing Myself:

- Self-Awareness
- Adapting to Change
- Proactive Learning
- Managing My Well-being

3. Working With Colleagues:

- Respect for the Individual
- Building Trust
- Collaborative Working
- Communication With Each Other

4. Leadership:

- Strategic Thinking
- Engaging With People
- Stewardship of Resources

Selection and Appointment:

- To apply, candidates should send a CV and cover letter to Mark Leonard, HR Manager via the Apply Now function
- Closing date; midnight (local Irish time) on **Friday 30th August 2024**

Front Line Defenders is an Equal Opportunities Employer