

ROLE PROFILE

JOB TITLE:	Well-being Coordinator (Global) Career Break cover	REPORTING TO (TITLE & NAME):	Michelle Foley Head of Well-being and Resilience
TEAM:	Well-being and Resilience	DATE:	October 2025
LOCATION:	Remote	CONTRACT TYPE:	Temporary – 1 year fixed term (January – December 2026)
WEEKLY HOURS:	Full-time (35 hour per week)	SALARY:	Scale G (€35,882 - €66,040)

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

Team purpose; In line with key priorities outlined in the FLD Strategic Plan (2023 – 2027), the purpose of the Well-being and Resilience Team is tasked with designing and guiding the organisation's strategic approach to strengthening HRD/ HRO well-being and resilience, enhancing the tools and supports available to HRD/HROs to address their well-being, manage stress and deal with trauma, as part of an integrated approach to strengthen their HRD protection and enhance the effectiveness and sustainability of their human rights work.

The team holds HRD mobility expertise (access to visas etc), and is responsible for mapping temporary relocation opportunities available to HRDs/HROs at risk across the regions, accompanying existing relationships, supporting and nurturing new opportunities, and supporting information sharing with HRDs re. access and opportunities. In addition, the team delivers FLDs referral partnership with the Government of Canada on their HRD Resettlement Streams for Human Rights Defenders (Global), which provides a long-term resettlement solution to defenders with no other durable solutions available to them. The team also manages the Front Line Defenders ID card programme, and the Emergency Contact line.

The team works in close cooperation with Protection and Programmes Teams, with the support provided forming a key part of the organisation's holistic approach to HRD protection.

Role Purpose: The Well-being Coordinator (Global) is responsible for developing and implementing the organisation's well-being programme, that responds to the needs of human rights defenders at risk, and takes into consideration appropriate and available holistic supports, languages, gender sensitivity, access and inclusion, contextual understanding and cultural sensitivity.

This role includes providing both direct support, and developing and facilitating a network of external well-being practitioners (incl. mental health professionals), to ensure HRDs and HROs have enhanced access to well-being supports, in normal circumstances and in times of acute crises.

The Coordinator will work closely with team colleagues and other Protection & Programming teams to integrate well-being support into the broader framework of protection of human rights defenders.

The role is a Global role and the Coordinator will join Regional teams to contribute to collective strategy planning, and facilitate and / or coordinate the implementation of the well-being programme

priorities in the respective regions.

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.

Programme Design and Implementation

Together with the Head of the Programme, and in collaboration with Regional Teams

- Design and implement the organisation's well-being strategy for HRDs/HROs at risk, detailing short, medium and longer-term strategic goals, immediate well-being and resiliency supports available to HRDs/HROs at risk in regular circumstances and well-being and resiliency responses available at times of acute crises;
- Engage in annual planning processes to best plan for and meet the well-being needs of HRDs, and identify regional well-being priorities;
- Design and implement a comprehensive well-being support programme tailored to the needs of HRDs at risk; and
- Develop a series of guidelines for well-being for defenders (incl. psycho-social supports) with a sensitivity to gender, culture, context, and access and inclusion.

Direct Support

- Provide individual and group consultations to HRDs identified as high priority cases;
- Conduct well-being need assessments for HRDs identified as high priority cases;
- Support HRDs in the development of individual and organisational well-being plans based on needs assessments;
- Work with the Programme Assistant to facilitate the Rest & Respite (Int) programme - liaise with regional colleagues and / or identified HRDs to develop R&R proposal and budgets;
- Work with the Programme Assistant to facilitate the receipt of material well-being supports and Rest & Respite (Int.) contracts, funding and reports; and
- Develop and facilitate well-being oriented spaces (retreats, workshops etc) for HRDs.

Coordination and Networking

- Undertake well-being practitioner and well-being organisation mapping and networking (incl. mental health professionals);
- Develop internal guidelines for working with external well-being practitioners;
- Facilitate referrals to appropriate well-being practitioners (incl. mental health professionals), as required and appropriate;
- Record mapping results in the FLD database.

Capacity Building

- Mentor and supervise (as appropriate) new well-being practitioner contacts/ contractors;
- Conduct both in-person and online well-being workshops for human rights defenders on stress management, resilience building, burnout prevention and mental health awareness etc.;
- Conduct trainings and capacity building workshops for well-being practitioners and / or HRDs interested in providing well-being support to other HRDs/ HROs.

Documentation:

- Maintain accurate records of all support provided and ensure confidentiality.

Monitoring, Evaluation and Learning:

- Prepare regular quarterly reports on the status of well-being programme initiatives, and contribute to annual reports;
- Monitor and evaluate the effectiveness of well-being programme and make necessary adjustments.

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: -****Indirectly: -** Programme Assistant**Key Relationships (please specify contacts):****Internal:**

Head of Well-being and Resilience
Well-being and Resilience Programme Assistant
Protection Coordinators
Grant Coordinators
Capacity Developers

External:

HRDs / HROs at risk
Well-being practitioners, Well-being organisations

Salary

Scale G: (€35,882 - €66,040) Placement on the range will be commensurate with experience and qualifications.

Benefits include: 26 days annual leave, Pension, Health insurance, Income Protection, Life Assurance, Employee Assistance Programme (EAP), Monthly Well-Being Provisions, Laptop, Mobile Phone.

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 and Skills:**Essential**

- Demonstrable understanding of the situation of human rights defenders around the world

and the risks that they face;

- A Master's degree (or equivalent) in Psychology, Social Work, Counseling, or a related field;
- Theoretical and practical knowledge in one or more aspects of holistic security for HRDs;
- Ability to handle sensitive information with discretion;
- Demonstrable ability to display empathy and compassion in interactions with HRDs;
- Excellent written and oral communication skills in English;
- Excellent organisational and time management skills;
- Excellent interpersonal and communication skills;
- Well-honed self regulation skills and strong resiliency;
- Ability to work as a team member at different levels, and ability to work independently and as part of a multidisciplinary team.

Desirable

- In addition to English, ability to work in another FLD working language (Arabic and / or French as a preference, Spanish and / or Russian as a lesser preference)

Experience:

Essential

- At least 3 years experience providing well-being and psycho-social support in an international context, preferably to human rights defenders at risk;
- Demonstrable experience facilitating in-person and online workshops /training space, and well-honed facilitation capacities;
- Experience conducting one-on-one and group well-being consultations and needs assessments;
- Experience working successfully with teams and individuals with different professional and/or cultural backgrounds;
- Experience in event planning and organising, including managing logistics, security and activity budgets;
- Experience writing reports and maintaining a database.

Other Requirements

- Availability to travel internationally (as required) – estimate 3 – 4 times per year.
- Availability for occasional weekend and out of hours work is required. TOIL available

Front Line Defenders Values:

1. Working With Colleagues:

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

2. Developing Myself:

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

3. Leadership:

- Strategic Thinking
- Engaging With People
- Stewardship of Resources

Selection and Appointment:

- To apply, candidates need to submit a copy of their application - CV and cover letter - via the **'Apply now'** button;
- Cover letters should be addressed to **Michelle Foley, Head of Well-being & Resilience**
- Only shortlisted candidates will be invited to attend for interview;
- It is anticipated interviews will be held in **November/December 2025**;
- The appointment is expected to be effective from **January 2026**;
- **Closing date**; midnight (local Irish time) on **Tuesday, 11 November 2025** as per FLD vacancies page: <https://www.frontlinedefenders.org/en/recruitment-volunteering>

Front Line Defenders is an Equal Opportunities Employer