

## ROLE PROFILE

<b>JOB TITLE:</b>	East Asia Protection Co-ordinator	<b>REPORTING TO:</b>	Head of Protection
<b>TEAM:</b>	Protection Team	<b>DATE:</b>	November 2024
<b>LOCATION:</b>	Remote	<b>CONTRACT TYPE:</b>	Permanent
<b>WEEKLY HOURS:</b>	35 hours Full-time	<b>SALARY:</b>	Grade 5

### Principal Objectives:

The Protection Team, through Protection Coordinators, Protection Officers (PO), and Managers, drive the organisation's strategic priorities on behalf of HRDs in each of the countries/regions. The Protection Team is primarily responsible for Front Line Defenders' outreach to human rights defenders (HRDs) at risk, as well as local support networks, managing and nurturing these crucial relationships through their work and presence in all the world regions. The team coordinates and directs the protection work in the countries/regions, and hold the strategic overview of the various context and trends.

The team is responsible for undertaking rapid advocacy actions (urgent appeals, statements and other advocacy submissions and initiatives) and directing, coordinating and supporting the various holistic protection responses (advocacy, digital and physical security, visibility, well-being, rest and respite, relocation and grant-making) via close collaboration with the various FLD teams, as well as local, regional and international organisations. The Protection Team is also responsible for conducting research on HRD protection trends (annual Global Analysis) and for the secure and accurate recording and storing of HRD related data, as well as overseeing and providing strategic leadership for special programmes that tackle particular trends relevant to HRDs protection, such as the HRD Memorial & Long Term Imprisonment Cases.

The Protection Coordinator (PC) is to lead timely and appropriate response to human rights defenders at risk in East Asia, ensuring holistic and effective protection support is provided.

The PC is responsible for maintaining and developing Front Line Defenders' contacts and relationships with human rights defenders in the region, providing rapid response to cases of human rights defenders at immediate risk, identifying research priorities on the threats and attacks that they face, providing analysis and producing relevant materials to take action in their support, and inputting into all other programmes and activities specific to the countries assigned.

The PC works closely with the other Protection Coordinators, Protection Officers, and other programme's team members for the work in the region. The PCs for the region together lead the development and implementation of strategies that are relevant to that regions.

## Responsibilities

### Protection Programming:

- Connect with human rights defenders at risk, while applying intersectional lens, and establish and sustain secure communications with them;
- Provide rapid response to cases of human rights defenders at risk, including but not limited to the urgent appeal system;
- Strengthen capacity of human rights defenders in the region to respond to and manage security risks, and to build mitigation plans in coordination with other teams (advocacy, digital, security, visibility, well-being, rest and respite, relocation and grant-making);
- Maintain and update the relevant information on human rights defenders and action taken on their behalf in the Front Line Defenders' database and submit timely reports on missions, meetings and other activities;
- Support the grants team on applications for support, including with verification, follow up, and ongoing collaboration with the regional grants coordinator;
- Liaising and coordinating with relevant human rights organisations for referral of cases and/or collaboration on protection work;
- Provide practical individual support to HRDs and active solidarity with HRDs;
- Security assessments and rapid training to HRDs where required.

### Strategic Leadership:

- Provide expert input to Front Line Defenders' advocacy, visibility, capacity building and protection grants programmes;
- Support on activities and strategies to ensure outreach to women and non-binary human rights defenders and overall gendered analysis of their experiences as defenders;
- Advise on overall strategic direction in the region as relevant to human rights defenders and their movements;
- Advise on the design of collaborative and inclusive interventions in order to increase organisational support to defenders from a range of less visible and less connected groups;
- Provide advice on security and safety in the region, including for any planned FLD missions within the region.
- Provide strategic input and engage in the preparation of FLD events regarding the participation of HRDs from East Asia;

### Research and Advocacy:

- Identify, undertake or collaborate on research on a range of protection related issues and gaps;
- Provide analysis and briefing papers on the threats faced by human rights defenders in specific countries.

### External Coordination:

- Develop contacts and liaise with relevant regional and other organisations with regard to Front Line Defenders' work for the protection of human rights defenders in the region;
- Represent Front Line Defenders and engage with the relevant authorities, international organizations, donors, embassies and the media as appropriate, and in accordance with each PC's individual security plan.

**Internal Collaboration and Communications:**

- Close daily collaboration and workload prioritization with the regional team (staff working on Asia from different FLD teams);
- Lead and coordinate overall annual planning of activities in the region;
- Provide input on proposals for funding;
- Collaboration with the Comms and Events team for opportunities to bring visibility to HRDs in East Asia and inputs to FLD events.
- The Protection Coordinator plays a key role in shaping the activities implemented by the Comms and Events team in their region, in response to HRDs needs;
- Regular communication with the Advocacy office in Brussels and US Representative for specific advocacy;
- Expert language support for implementation of FLD relevant programmes to HRDs.

<b>Reporting Structure</b>	
Directly: Head of Protection	Indirectly: Executive Director
<b>Key Relationships</b>	
<b>Internal:</b> Colleagues on the Protection Team (other Protection Coordinators, Protection Officers, Fellows and Managers), Deputy Director and Executive Director; Regional Grants Coordinator, Digital Protection Coordinators, Advocacy team, Finance, Development team, Operations team, Visibility team and Capacity building team members.	<b>External:</b> HRDs, NGOs, INGOs, social movements, diplomats, embassy staff, governments and international bodies, EU delegations, and donors, OHCHR, other UN entities, Special Rapporteur on HRDs and other mandates.
<b>Salary</b>	
€47,421 - €61,872 per annum (10 Points)	
Placement on the range will be commensurate with experience and qualifications.	
<b>Benefits include:</b> 26 days of annual leave per year, contribution to a pension scheme and towards healthcare expenses, life insurance and income protection schemes, employee assistance programme inclusive of well-being support.	

## Person Specification

### Knowledge and Skills:

#### Essential

- Excellent written and oral communication skills in Mandarin and ability to work in English;
- Ability to deliver accurate and objective written information in a high pressure environment dictated by the need to respond urgently to threats against human rights defenders;
- Ability in navigating complex security issues.
- Knowledge of key human rights trends in the region and their impact on human rights defenders and their movements; ability to demonstrate a nuanced understanding of contexts in which local HRD communities operate;
- Ability to work well with a wide range of people from different cultures, backgrounds and experiences, with empathy and clear boundaries;
- Basic knowledge of key practices and trends in the area of resiliency and well-being for both HRDs and their advocates;
- Working knowledge of digital security tools and trends in areas related to freedom of expression, online threats and relevant policies.

#### Desirable

- Direct experience with holistic protection and engagement with HRDs, including digital, physical, risk assessment and well-being;
- Other languages spoken in East Asia ( Japanese, Korean, etc).

### Experience:

#### Essential

- Minimum 5 years of experience working with a diverse range of human rights defenders;
- Experience with a wide range of defenders, and a strong understanding of the gendered and other risks women human rights defenders and LGBTIQ+ defenders face;
- Experience with drafting reports, conducting research and any other tasks where analytical writing skills are required;
- Experience working with diverse teams, especially in emergency settings.

#### Desirable

- Experience in risk management
- Experience of developing gender responsive, intersectional protection strategies;
- Experience with managing collaborative projects inside organisations and with external partners.

## Front Line Defenders Values:

### 1. Working with HRDs:

- Commitment to our Work

<ul style="list-style-type: none"> <li>• Responsiveness to HRDs</li> <li>• Decision Making &amp; Problem Solving</li> <li>• Exercising Good Judgment</li> <li>• Listening</li> <li>• Results Focused</li> <li>• Perseverance</li> </ul>
<p><b>2. Self Development</b></p> <ul style="list-style-type: none"> <li>• Self-Awareness</li> <li>• Adapting to Change</li> <li>• Proactive Learning</li> <li>• Managing Wellbeing</li> </ul>
<p><b>3. Working With Colleagues:</b></p> <ul style="list-style-type: none"> <li>• Respect for the Individual</li> <li>• Building Trust</li> <li>• Collaborative Work</li> <li>• Communication With Each Other</li> <li>• Managing Security</li> </ul>
<p><b>4. Leading a team:</b></p> <ul style="list-style-type: none"> <li>• Strategic Thinking</li> <li>• Engaging With People</li> <li>• Stewardship of Resources</li> </ul>

## Selection and Appointment

To apply, candidates need to submit a copy of their application - CV and cover letter – by email to: [recruit@frontlinedefenders.org](mailto:recruit@frontlinedefenders.org)

- Cover letters should be addressed to Sarah de Roure, Head of Protection;
- Only shortlisted candidates will be invited to attend for interview;
- It is anticipated interviews will be held in January 2024;
- The appointment is expected to be effective from March 2025;
- Closing date: midnight (local Irish time) on **Sunday, 15 December 2024** as per FLD vacancies page: <https://www.frontlinedefenders.org/en/recruitment-volunteering>

**Frontline Defenders is an Equal Opportunities Employer**