

VACANCY

Training & Advocacy Support Manager (80-100%)

Work percentage: 80-100%

Based in: Geneva, Switzerland with international travel

Report to: Programme Director

Length: Open-ended contract

Start date: 1 July 2022 or ASAP

Applications deadline: 30 May 2022 (Midnight, Geneva time)

The International Service for Human Rights (ISHR) is an independent, non-profit organisation with offices in Geneva and New York. This position is based in Geneva and offers a unique opportunity to contribute to our work supporting human rights defenders, strengthening human rights systems, building and leading human rights coalitions, and responding to significant and systemic human rights concerns through engagement with UN human rights mechanisms. For more information, consult our website www.ishr.ch.

The position

The Training & Advocacy Support Manager has primary responsibility for the design, implementation, evaluation and enhancement of ISHR's human rights defenders' training, capacity building and advocacy support programme. The position holder will work closely with programmatic and communications staff to ensure that ISHR's training and capacity building activities are adapted to the situation and needs of defenders. This will also involve consulting directly with defenders and developing methodologies and building capacities and capabilities among ISHR staff to provide training and support to defenders, both in person and online.

The Training & Advocacy Support Manager also serves as Geneva Programme Intern Coordinator and works closely with the Human Resources Manager to recruit and support interns and fellows based in Geneva.

Key responsibilities

The Training & Advocacy Support Manager will be responsible for:

Training, advocacy accompaniment and capacity building:

- Take overall responsibility for the design, implementation, evaluation and enhancement of ISHR's flagship annual training for defenders, the [Human Rights Defender Advocacy Programme](#).

- Take overall responsibility for the further development and maintenance of the online [ISHR Academy](#), including the provision and coordination of strategic and advocacy advice and support to defenders through this platform.
- Expand and enhance the range of ISHR's online learning tools and resources for human rights defenders.
- Work with the Campaign and Mobilisation Manager to build, coordinate and service an alumni network of former ISHR trainees, fellows and participants.
- Take overall responsibility for the design, implementation and evaluation of ISHR's trainings, capacity building and advocacy support activities - both online and offline - in Geneva and New York, and at the regional and national levels. This will include further integrating the ISHR Academy into training and capacity building activities.
- Work with programme staff to develop training and capacity building projects and activities, and with finance and fundraising staff to develop budgets and to secure resources in this regard.

Capacity building strategy development

- Strengthen, systematise and standardise ISHR's training and advocacy support methodologies, materials and resources, making them more comprehensive, accessible and high quality.
- Consult with human rights defenders and programme staff to ensure that training, capacity building and advocacy support activities are relevant and adapted to the situation and needs of particular groups of defenders, and remain relevant, accessible and highly effective.
- Develop methodologies and build capacities and capabilities among ISHR staff to provide enhanced training and support to defenders.
- Support and advise programme staff in the design, delivery and evaluation of training, capacity building and advocacy support activities.
- Evaluate and follow up on training, capacity building and advocacy support activities with a view to reinforcing capacities, assessing impact, and building partnerships and networks.

Other

- Work with Human Resources to recruit Programme Interns in Geneva and offer them support, advice and learning opportunities. This will also include providing support to Fellows based in the Geneva office.
- All such other things as may be reasonably requested from time to time or as may be necessary to the functioning of a lean, dynamic, flexible and efficient NGO, such as participation in internal working groups and clusters.

Qualifications

Required

- University degree or diploma or any equivalent work experience in education, teaching, human rights, international law, international relations, social/political science, communications or public relations, or related fields;
- At least 4 years of relevant experience working in human rights, education or any relevant field;
- A strong passion and commitment to human rights
- Experience working with human rights defenders;
- Excellent level of written and spoken English, including drafting and editing skills;
- Experience in the design, implementation and evaluation of successful training, education and capacity building programmes in diverse cultural contexts, online and offline. Experience in peer-to-peer training and training of trainers is an advantage;
- Excellent facilitation skills that enhance learning and contribute to engagement, presence and wellbeing;
- Experience developing and disseminating learning products and resources, both offline and online;
- Experience in innovative e-learning, including working with developers or other external consultants to build and manage websites or other online coordination and learning platforms;
- Strong experience in project management;
- Able to work as a member of an international, agile and diverse organisation;
- Ability to think and act quickly, creatively and strategically under pressure;
- Excellent organisational and administrative skills;
- Capacity and interest to travel overseas, sometimes at short notice.

Desirable

- Proficiency in other UN official languages;
- Experience advocating for human rights at the local or national level, particularly through non- governmental organisations, with experience using international and regional human rights mechanisms for this purpose an advantage;
- Experience designing and managing peer support programmes and/or networks;
- Experience managing, providing support and developing staff under one's supervision or guidance
- Swiss Work Permit or EU/EFTA national.

Salary

The monthly gross salary is within the range of CHF 6,500 to CHF 7,100 (for a full-time role. Pro-rated based on work percentage), depending on qualifications and experience.

Equal opportunity

ISHR is firmly committed to having a diverse team and to the principle of equal employment opportunity. ISHR's policy is to practice fair and non-discriminatory recruitment and selection procedures and strive for diverse, international and multicultural personnel.

We welcome all kinds of diversity. Applications are encouraged from all qualified candidates without distinction including on grounds of race, colour, national origin, age, religion, disability status, sexual orientation, gender identity and expression or sex characteristics, pregnancy, genetic information, protected veteran status, socio-economic status, or any other characteristic protected by law.

We particularly welcome applications from systematically, historically and/or traditionally discriminated against groups, including women, persons of colour, LGBTIQ+ persons, persons with disabilities and other groups.

Applications

Please submit your application **by 30 May 2022 (Midnight, Geneva time)** filling out [this form](#) and attaching a cover letter, a CV (no profile picture please) and a brief example (maximum 2 pages) of training materials you had primary responsibility for designing and delivering. ISHR will review these products only for the purpose of this recruitment and will not use them for any other purpose.

In their cover letter, candidates should demonstrate their commitment to human rights and social change.

Incomplete applications will not be considered. **Only short-listed candidates will be contacted.**

Privacy policy

All applications will be handled in accordance with ISHR's [Privacy Policy](#).