

## JOB DESCRIPTION

**Job Title:** EHRAC Programme Manager (Maternity Cover)  
**Job Ref:** LAW51  
**Campus:** Hendon  
**School:** Law  
**Grade:** 9  
**Salary:** £49,518 – £57,031 (inc Outer London Weighting)  
**Period:** Temporary (12 months) starting mid Dec 2015 / early Jan 2016  
**Report to:** EHRAC Director  
**Reporting to post:** PR and Development Officer, Programme and Finance Advisor, Finance & Grants Officer, Programme Support Officer and interns

**Job Purpose:** The Programme Manager is responsible for all operational stages of EHRAC's programme to build the capacity of lawyers, NGOs and civil society in the former Soviet Union to secure justice for victims of human rights abuse through the European Court of Human Rights. The postholder will ensure that all programme activities are well-resourced, delivered to a high standard, on time and to budget, and meet all University and donor requirements.

### **Key areas:**

- Organisational strategy development and planning
- Fundraising, grant management and donor reporting
- Resource mobilisation – human resources and financial resources
- Co-ordinating implementation of legal skills/ legal capacity building activities
- Directly implementing organisational training programmes and mentoring for partner organizations.
- Planning and undertaking monitoring, evaluation and impact assessment of the programme
- Financial management
- People management and team development

### **Main duties and responsibilities**

Responsible for:

1. Developing the organizational strategy and financial planning for EHRAC's programme to build the capacity of lawyers, NGOs and civil society in the former Soviet Union to secure justice for victims of human rights abuse through the European Court of Human Rights; to build the capacity of NGOs, and to advocate for consequential changes to policy and practice.
2. Building and maintaining relationships with key donors, diplomats, and international organisations that are able to support/ are aligned with EHRAC
3. Developing six- and seven-figure funding proposals, and preparing donor budgets (based on strategies and plans)
4. Annual financial forecasting, quarterly re-forecasts and overseeing the monitoring of all EHRAC financial activities, including internal reporting, donor reporting, annual audit and budget holding responsibilities for a £500,000/ year budget
5. Managing the development and implementation of monitoring, evaluation systems and responsibilities, and ensuring that lessons are brought back into the programme
6. Co-leading the development of agreements and plans with existing and potential partners in EHRAC focus countries
7. Co-ordinating partner capacity-building activities in the UK, Russia, Armenia, Azerbaijan, Georgia and Ukraine
8. Overseeing the development of EHRAC's website, various publications and social media.
9. Managing a team of operational staff and all management/ operational interns, ensuring all line reports have strategically-aligned objectives, learning and development plans, and regular appraisals

10. Managing the administration of the EHRAC Advisory Board – a group of senior level specialists who offer guidance to EHRAC's development.
11. Representing EHRAC to donors, government officials, partners and other interlocutors

### Person Specification

#### ESSENTIAL:

- Experience of managing a complex grant-funded project or programme in an academic or NGO environment
- Proven practical experience of financial management and budget-holding in a not-for-profit or higher education environment
- Experience of securing grants from foundations, trusts and/ or institutional donors
- Experience of managing staff and volunteers
- Excellent organisational skills including the ability to work under pressure, manage multiple tasks and prioritise own workload
- Experience of delivering training/capacity-building at individual and group level, preferably in an international context
- The ability to communicate very well with people from multiple backgrounds in English both orally and in writing
- Willingness to undertake occasional overseas travel and work occasional evenings and weekends to meet the requirements of the job

#### DESIRABLE:

- Experience of working in a human rights NGO
- Knowledge/understanding of human rights
- interest/experience in the former Soviet Union
- Russian, Armenian, Azerbaijani, Ukrainian or Georgian language skills

**Hours:** 35.5 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.

**Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

**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:

[http://www.mdx.ac.uk/campus/campuses/docs/Hendon\\_campus\\_map.pdf](http://www.mdx.ac.uk/campus/campuses/docs/Hendon_campus_map.pdf)

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

If you wish to apply for this post please complete an application form found here:  
<http://www.mdx.ac.uk/Assets/MUapform.doc>

Closing date for receipt of applications: **Sunday 25 October 2015**

**Interview date: w/c 2 November 2015**

Please return the completed application form to: [recruit1@mdx.ac.uk](mailto:recruit1@mdx.ac.uk) or to The Recruitment Office, Middlesex University, Hendon Campus, The Burroughs, London, NW4 4BT.

Please note that all incoming post to Middlesex University is opened and scanned by our document handler, CDS, and then emailed to the recipient.

If you do not want your application form to Middlesex University processed in this way please email it to [recruit1@mdx.ac.uk](mailto:recruit1@mdx.ac.uk)

**What Happens Next?**

If you wish to discuss the job in further detail please contact the Programme Manager-EHRAC, Laure Trebosc, by phone at +44 20 8411 6923 or via email at [L.Trebosc@mdx.ac.uk](mailto:L.Trebosc@mdx.ac.uk)

If selected for interview, you will be advised by the School of Law usually within 2 weeks of the closing date. If you do not hear from us you may assume that your application has been unsuccessful on this occasion.