

JOB DESCRIPTION

Title: Programme Coordinator (English/Arabic speaking)

Location: Central London

Salary/hours: GBP £32,000 pa inc LW, plus pension contribution / Full-time (35 hrs/week)

Reports to: Head of Programmes / Director

Purpose of post: To help CEASEFIRE promote civilian rights through implementing programmes based in conflict-affected countries, including in the Middle East. Activities include supporting civilian-led monitoring of violations against civilians, building skills of activists and partner organisations, facilitating claims for reparations and other justice mechanisms and promoting improvements in legislation and policy.

Responsibilities:

1. Programme implementation

- to handle all aspects of programme coordination and administration, including preparing plans and schedules, regular communication with in-country partners, administering partner agreements, event organisation, travel and logistical arrangements, production of materials, monitoring progress, evaluations and problem-solving.
- to prepare and manage programme budgets, including preparing purchase orders and receipts, approving expenditure, and monitoring financial performance.
- to moderate reports of violations uploaded onto Ceasefire's online monitoring platform(s), and to produce regular user reports
- to prepare narrative and financial reports on programme implementation
- to discuss and deal with problems as they arise, in consultation with senior staff as necessary.

2. Communications

- to help coordinate one or more social media accounts for Ceasefire, including in Arabic.
- to prepare communications on programme outputs and achievements for donors, supporters and partners.

3. Research and development

- to contribute to the further development of online tools for monitoring violations, from a user perspective

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- to support future programme development and fundraising, including through undertaking and writing up research and drafting applications.

4. To undertake any other tasks as may from time to time be requested by your line manager.

5. To maintain high standards of personal and organisational integrity, including confidentiality, and commitment to the safety and security of Ceasefire's partner organisations.

Occasional foreign travel may be required.

PERSON SPECIFICATION:

Education:

First degree in a relevant subject, such as law, politics/sociology, international relations, development.

Demonstrated knowledge of international humanitarian law (law of armed conflict) and/or international human rights law.

Experience:

Essential: One year of professional experience in programme coordination work or other relevant field.

Desirable: Professional experience working in an international environment. Experience/understanding of working with civil society in challenging environments.

Skills:

Organisational/Finance: Excellent organisational and coordination skills, including planning, budgeting, evaluation and reporting, event organisation, travel and logistics, problem-solving. High level of numeracy and financial accuracy.

Communications: a) Excellent social media skills for a professional environment, including Twitter/Facebook, with ability to build and sustain constituencies.

b) Very high level of professional presentation, both in writing and in person. Ability to interact with senior individuals from a wide range of professional and international backgrounds and inspire confidence.

Computer: Strong computer skills, including Word/Excel, database design and manipulation, and an awareness of issues and applications in technology and human rights.

Languages: English – fluent (spoken/written); Arabic – fluent (spoken/written).

Motivation and status:

Commitment to human rights and equality, ability to work for an impartial and neutral organisation, willingness to be self-servicing and to work with minimum supervision.

Ability to work in the UK and to travel as required.

October 2023