



DUBLIN
Front Line Defenders – Head Office
Second Floor, Grattan House
Temple Road, Blackrock
Co. Dublin, A94 FA39, Ireland

info@frontlinedefenders.org
www.frontlinedefenders.org

phone +353 1 212 3750
fax +353 1 212 1001

BRUSSELS
Front Line Defenders – EU Office
Square Marie-Louise 72
1000 Brussels
Belgium

euoffice@frontlinedefenders.org
www.frontlinedefenders.org

phone +32 2 230 9383
fax +32 2 230 0028

Appointment of Deputy Director Front Line Defenders April 2020

Thank you for your interest in the position of Deputy Director at Front Line Defenders.

Front Line Defenders was founded in Dublin in 2001 with the specific aim of protecting human rights defenders at risk (HRDs), people who work, non-violently, for any or all of the rights enshrined in the Universal Declaration of Human Rights. Front Line Defenders addresses the protection needs identified by HRDs themselves.

Front Line Defenders maintains its headquarters in Dublin, an EU Office in Brussels, and regionally-based field staff in the Americas, Asia, Africa, Europe & Central Asia, and the Middle East & North Africa. The organization currently employs around 50 staff and fellows with around 30 based in Dublin. The organization's 2020 budget is around €6.8 million.

Front Line Defenders provides rapid and practical support to human rights defenders at risk through:

- international advocacy on behalf of human rights defenders at risk, including emergency support for those in immediate danger;
- grants to pay for the practical security needs of human rights defenders;
- trainings and resource materials on security and protection, including digital security;
- rest, respite and other opportunities for human rights defenders dealing with extreme stress;
- opportunities for networking and exchange between human rights defenders, including at the biennial Dublin Platform;
- the annual Front Line Defenders Award for Human Rights Defenders at Risk;
- an emergency 24-hour phone line for human rights defenders operating in Arabic, English, French, Russian and Spanish.

In emergency situations Front Line Defenders can facilitate temporary relocation of human rights defenders.

Further information on Front Line Defenders activities in 2019, including a financial overview, can be found in the most recent edition of Dispatches available at this link:

<https://www.frontlinedefenders.org/en/resource-publication/dispatches-2019>

Front Line Defenders Global Analysis 2019 details the physical assaults, defamation campaigns, digital security threats, judicial harassment, and gendered attacks faced by HRDs and women human rights defenders (WHRDs) around the world. It is available to download at this link:

<https://www.frontlinedefenders.org/en/resource-publication/global-analysis-2019>

Front Line Defenders Values Statement

Inclusivity: We focus on the primacy and centrality of HRDs, we seek to be inclusive at all times, demonstrating profound respect and empathy for HRDs in all their diversity.

Agility: We strive to meet the needs expressed by human rights defenders in a fast, flexible and relevant manner.

Solidarity: We believe in the importance of solidarity. We commit to being present in a meaningful way when HRDs are most at risk; steadfast and relentless in our actions.

Integrity: We perform with dedication, professionalism and accountability, acting with independence and integrity at all times.

Deputy Director

The position of Deputy Director is a critical role within the management and leadership of Front Line Defenders, reporting to and working together with the Executive Director, Andrew Anderson. The post is based in the organization's headquarters in Dublin.

The Deputy Director is currently responsible for the line management of the following staff:

- **Head of Protection**, who together with the Deputy Head of Protection, oversees global work to protect human rights defenders including research and analysis, managing the team of 11 Field Based Protection Coordinators across the 5 world regions as well as thematic work on long-term imprisonment, killings and economic actors. The Deputy Head of Protection leads the organization's work on gender and human rights defenders including policy analysis and development as well as capacity building;
- **Head of EU Office**, managing advocacy with the EU institutions and member states;
- **Head of Operations & Public Engagement**, who manages the Rest and Respite Programme, public engagement & events, human resources and the general administration of the organisation including planning, monitoring, evaluation and learning.
- **Head of Capacity Building (Risk Assessment & Protection Planning)**, managing risk assessment and protection planning training programmes and resources for HRDs;
- **Security Advisor**, providing consultation and advice to human rights defenders on security measures;
- **Head of Digital Protection**, managing practical digital protection support to human rights defenders through a network of regionally based Digital Protection Coordinators as well as through trainings and the development of tools and guides. Also responsible for the management of the organization's digital systems and security.

The Executive Director currently provides line management for the Head of Finance, Head of Fundraising, Head of Protection Grants and Evaluation, Head of Visibility & Communications and the Executive Assistant to the Directors. The division of responsibilities with the Deputy Director may be revised based on needs and relevant expertise.

The Deputy Director has particular responsibility for the following areas of work:

- Research & Policy regarding security& protection of human rights defenders;
- Office security, mission security, security and well-being of staff;
- Advocacy/lobbying;
- Capacity Building;
- Digital security;
- Strategy & Planning;
- The Dublin Platform;

The role includes regular international travel and representation of the organization.

Salary and Benefits

The salary for the position is based on the organisation's salary scales. The scale for the Deputy Director starts at €76,510 per annum and progresses through annual increments. The contract is based on a 35 hour week, Monday to Friday, based in the organisation's headquarters in Dublin. The Deputy Director may take 25 days leave per year in addition to public holidays in Ireland and three special leave days which will be specified each year between 25 and 31 December. A relocation package will be available for the successful candidate as appropriate. The organisation provides travel insurance, life insurance, an income protection policy, and matches individual contributions to a pension up to 5% of gross salary.

Front Line Defenders is committed to equality of opportunity and non-discrimination for all applicants and employees. FLD seeks to ensure we achieve diversity in our workforce regardless of gender, race, religious belief, nationality, ethnic/national origin, sexual orientation, age, marital status or disability.

Applications

Applications should be sent by email to recruit@frontlinedefenders.org with the job title "Deputy Director" in the subject heading. Applications should contain a CV and cover letter with two references in one pdf format document that should not be more than five pages. Please do not include additional attachments. The deadline for applications is **25th May 2020**.

During a recruitment process we do not generally review applications received until after the closing date. Shortlisting can take some time given the volume of applications we receive. We expect to organize a first round of interviews online in early June.

Job Purpose

The Deputy Director reports to the Executive Director and contributes to the leadership and management of the organization as specified in this job specification and as directed by the Executive Director. The Deputy Director will be the line manager of a number of Front Line Defenders teams and staff (details to be confirmed after appointment).

In this management role the **key responsibilities** are:

- Management of staff and the implementation of the Front Line Defenders strategic plan;
- Management of Front Line Defenders protection work including advocacy, grants, capacity building, visibility & legitimacy;
- Ensuring that fundraising applications are consistent with the Front Line Defenders' strategic plan and that any commitments made are deliverable;
- Supporting the financial and operational management of the organization when the Executive Director is absent;
- Representing the organization as directed by the Executive Director;
- Ensuring the vision, mission and core values of the organisation are upheld.

Person Specification

Required Competencies

She/he should have at least five years of working at a senior level for the protection of human rights defenders /or equivalent experience in a human rights based activity/organisation in a leadership role and have experience of management, budgeting, planning and evaluation. The Deputy Director will have strong communication and analytical skills. She/he will have a very good understanding of the political environment for human rights defenders and an understanding of international human rights law and the relevant parts of the UN system. She/he will have a high level of interpersonal skills and will lead by example to motivate staff and ensure the values and culture of the organisation are maintained.

Experience of working in an international context for the protection of human rights/human rights defenders, ideally experience of working in an international or regional human rights/human rights defenders NGO.

Experience of working with gender-focused initiatives, including but not limited to gender policies and gender-sensitive programming. Proven understanding of how gender intersects with race, disability, class and sexuality in human rights defenders' lived experiences and their protection needs.

Excellent political judgement, including the ability to make strategic choices based on sound analysis of potential costs and benefits.

Management experience in a relevant field that includes financial management, people management, staff well-being, strategic planning and evaluation.

Experience of building and working successfully with teams of people with different professional or cultural backgrounds.

A third level qualification, ideally in the area of human rights, law, politics, international relations or other relevant discipline.

Personal leadership, initiative and proactivity. Capable of identifying and resolving potential problems before they arise. Sound decision making, extremely well organised and structured in approach.

Excellent written and verbal communication and presentation skills in English is essential and working knowledge of one of Front Line Defenders other working languages (Arabic, French, Russian and Spanish) is desirable.