

## ROLE PROFILE

<b>JOB TITLE:</b>	Grants Coordinator - Asia	<b>REPORTING TO (TITLE &amp; NAME):</b>	Head of Protection Grants, Caitriona Rice
<b>TEAM:</b>	Protection Grants	<b>DATE:</b>	April 2023
<b>LOCATION:</b>	Blackrock, Co. Dublin, Ireland	<b>CONTRACT TYPE:</b>	Permanent (Subject to standard 6 month probation)
<b>WEEKLY HOURS:</b>	35 hours Monday – Friday	<b>SALARY:</b>	Scale 6

### Principal Objective of the Team and Role:

The purpose of the Protection Grants team is to provide fast, flexible and effective responses to the protection needs of HRDs at immediate risk who are requesting practical security measures such as legal support, medical support, emergency relocation support and other expressed needs for themselves and their families, organisations and movements. The team consists of Head of Protection Grants and regional<sup>1</sup> Protection Grants Coordinators.

The Grants Coordinator role supports Front Line Defenders to deliver upon its core objective of protecting HRD's at risk and the mandate of Front Line Defenders to deliver protection grants focused on prevention and resilience for HRDs and their families, organisations and movements. The Grants Coordinators engage in assessment of applications, communication with human rights defenders, engagement with international and regional partners, making recommendations on grant approvals, documentation of applications statuses, contracting and reporting, as well as providing reports and analysis of activities undertaken and support provided, and assessing the overall impact of the grants programme.

### Responsibilities:

The key accountabilities and associated duties include –

#### 1. Coordination and Management of Grant Applications

**Responsible for coordinating and managing the protection grant applications from the Asia region and providing rapid and practical emergency tailored protection grants to HRDs at risk.**

- Assessing and verifying incoming grant applications against Front Line Defenders mandate, eligibility and mentioned threats/risks.

<sup>1</sup> Responsibilities within the Protection Grants are primarily allocated on a regional basis but all team members are expected to work on a flexible basis that supports responding to HRD needs & may at times work on grants from outside their main regional focus.

- Thorough assessment of budgets and cost effectiveness of measures requested.
- Engaging with HRDs to understand threats/risks, justification of the proposed measures and evaluate whether additional assistance is needed, in particular with regard to psychosocial support.
- Sustaining professional objectivity and consistency whilst engaging with applicants in an empathetic and respectful manner.
- Coordinating where appropriate with colleagues from other teams to ensure a holistic lens has been applied to specific needs, as expressed or not, of the HRDs (consultations, advocacy, meeting, digital security assistance).
- Coordinating with colleagues across the organisation as well as external networks avoiding duplication of provision of supports (in line with donor compliance).

## **2. Analysis & Decision Making**

**Responsible for the analysis, and recommendation on decisions, of all grant applications, ensuring that there is careful consideration and verification of the human rights work of the applicant and the nature of the risks that they are facing, in consultation with the relevant Protection Coordinator, and taking into account cultural, gender and context specific factors as appropriate.**

- Understanding the socio, economic and political context of the Asia region to ensure the complexities and specific context of that region are taken into account in the assessment of the application.
- Exercising sound judgement and professional analysis with all applications, as well as good judgement on when to propose flexibility, while still respecting the Grants programme's goals and mission.
- Compiling a report summarising all of the research and analysis undertaken, with recommendations on the decision, and present grant proposals for final approval to Executive/Deputy Director.

## **3. Meticulous management of grant applications and related documentation**

**Responsible for coordination and management of all grant applications from the specified region, ensuring robust administrative procedures are adhered to at all stages and managing the database system related to protection grants.**

- Providing protection grants in a timely manner, putting the needs and the best interests of the HRDs at-risk to the centre of the process and ensuring policy of do no harm.
- Coordinating the full life cycle of the Front Line Defenders Protection Grant support and ensuring transparency and accountability towards our donors and use of funds.
- Managing a large volume of applications on a daily / weekly basis in a systematic manner such that all work is documented, recorded, and reported upon in line with the norms and standards set by Front Line Defenders.
- Managing the detailed documentation systems on all grant applications received (application, assessment notes, decisions taken, financial and narrative reporting etc) and relationships between Front Line Defenders, national and international partners and applicants in each case (database).
- Contributing to weekly and monthly regional meetings to share grant data and any emerging trends as well as understanding which cases are being worked on by other

teams and where complementary grant support may be relevant.

- Responsible for complying with a strict due diligence process to manage all protection grant budgets in the most efficient and transparent way.
- Processing grant applications once approved by the Directors ensuring all required information is accurately recorded, contracts drafted and managing the smooth transfer of funds to the HRD and follow-up and receipt of financial and narrative report.
- Providing regionally specific or financial input on trends, statistics, achieved results and analysis to fundraising and finance teams for donor reports and audits.

#### **4. Collaboration**

**This role requires regular internal and external collaboration and coordination in order to ensure the most efficient support to at risk HRDs requesting emergency financial support.**

- Supporting the smooth and efficient running of the Front Line Defenders Grants Programme and supporting the colleagues within the team to ensure full delivery of mandated actions.
- Participating in and/or building formal and informal networks with other funding organisations, keeping track of trends as identified by other organisations, cross checking for duplicate applications and ensuring appropriate holistic responses where applicable.
- Illustrating the needs of at-risk HRDs and NGOs and in understanding the key trends and lessons from each quarter/each year.

#### **5. Measuring Impact**

**Assessing and reporting on the difference that has been made to the lives of HRDs or organisations that are trying to bring about some form of societal change.**

- Following up with HRDs on quantitative and qualitative reporting in order to facilitate learning and impact assessment.
- Systematically documenting the number of HRDs/organisations that report increased security, increased capacities to continue working with these risks through protection grants.
- Undertaking analysis to determine if and how HRDs at risk worldwide are supported with protection grants which mitigate the immediate risks they face and improve their security, resulting in ensuring that they are able to continue to work for human rights.

*This job description is intended as a summary of the primary responsibilities of and qualifications for this role. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform based on requirements either now or in the future.*

#### **Key Relationships (please specify contacts):**

**Internal:** The Grants Coordinator will work closely with the Head of Protection Grants and other regional Grants Coordinators, the Executive Director, the regional Protection

Coordinators and Fellow and Digital Protection Coordinator, the Security Advisor, Head of Development and the Finance team.

**External:** Human Rights Defenders, Partners in ProtectDefenders.EU and Lifeline Consortia, regional, national and international NGOs.

### Salary

€36,340 – €51,050 per annum (10 points)

Appointment on the above range will be dependent on qualifications and experience

Benefits include: 24 days of annual leave, Employer Pension Contribution, Healthcare , Life insurance and income protection schemes, Employee Assistance Programme, Well-being support.

### Person Specification

#### Knowledge and Skills:

##### Essential:

- Fluency (written & oral) in English. This is essential to the post and there will be no exceptions.
- Knowledge of key human rights trends in the Asia 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 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 to work well with a wide range of people from different cultures, backgrounds and experiences, with empathy and clear boundaries, including when unfavourable decisions need to be delivered to applicants;
- Proven ability to work in fast paced environment handling emergencies

##### Desirable:

- Good understanding of particular risks and challenges faced by marginalized HRDs, including women, LGBTQI+ rights defenders, Disability rights defenders, Indigenous and Environmental rights defenders and HRDs who do not have a high public profile.
- Ability to read / communicate in another language relevant to the region.

**Experience:**

Essential:

- Experience with managing collaborative projects inside organisations and with external partners.
- Experience working with spreadsheets, databases and other information management tools.
- Experience working with diverse teams, especially in emergency settings.

Desirable:

- At least 2 years of experience working with a diverse range of human rights defenders;
- Experience of developing gender responsive, intersectional protection strategies;
- Experience of managing your well-being in a high pressure environment dictated by the need to respond urgently to threats against human rights defenders;

**Competencies:**

1. Exercising good judgement
2. Decision making and problem solving
3. Responsiveness
4. Building collaborative relationships
5. Managing wellbeing

**Frontline Defenders is an Equal Opportunities Employer**