

## ROLE PROFILE

<b>JOB TITLE:</b>	Head of Capacity Building	<b>REPORTING TO</b>	Deputy Director, Olive Moore
<b>TEAM:</b>	Capacity Building	<b>DATE:</b>	Last revised 6 <sup>th</sup> September 2022
<b>LOCATION:</b>	Dublin	<b>CONTRACT TYPE:</b>	Permanent – six months probation period
<b>WEEKLY HOURS:</b>	Full-time (35 hours) Monday to Friday		

### Principal Objective of the Team and Role (general nature, level, purpose and objective):

**Team Purpose:** The purpose of the Capacity Building Team is to provide practical support to human rights defenders (HRDs) and organisations at risk, to strengthen their capacities to analyse, manage, and mitigate the risks they face and to build their longer term resilience. The Team will achieve its purpose through the development, implementation and evaluation of participatory methodology on holistic protection, including a comprehensive and adaptive training programme, training of trainers, mentoring, individual and collective consultations, and products and events. The team focuses on holistic protection including risk assessment and protection planning (RAPP), visibility for protection and well-being, in partnership with security advice. (Support on capacity building regarding digital protection comes from a separate programme within the organisation, and those teams will collaborate closely).

**Role Purpose:** This role has the overall responsibility to lead and develop the Capacity Building Programme and its team members. The role will be responsible for fostering and supporting an effective team to ensure the provision of holistic protection support to HRDs which is coordinated, strategic, targeted and effective, and the delivery of team products, initiatives and events. The role will lead on agreeing and developing the work of the team, and ensuring monitoring, learning and innovation of the programming. The role is part of the Management Team and contributes to the collective management and leadership of Front Line Defenders, directly supporting the Directors in the strategy, planning, management and evaluation of all aspects of the organisation.

### Responsibilities:

The list should contain each and every essential job duty or responsibility that is critical to the successful performance of the job. The list should begin with the most important functional and relational responsibilities and continue down in order of significance.

#### **1. Providing management and leadership to the Capacity Building Team to develop and deliver the team vision and plans**

- Developing the shared vision for the team, clarifying roles and responsibilities,

establishing ways of working within the team, and with others groups such as PCs and DPCs, and the regional meetings spaces.

- Developing a shared vision for the team which encapsulates all the various protection components, underpinned by a common risk analysis and protection planning methodology, with a strong gendered, intersectional and collective perspective.
- Developing a shared understanding of best practices in methodologies for capacity building for HRDs at risk.
- Working with the Protection Team and others to identify and prioritise HRDs, organisations and communities needing capacity building, including a specific needs analysis, and a focus on developing strategies for long term impact and sustainability.
- Support team members to plan and manage their work, ensuring HRDs capacity building is delivered with the appropriate and available holistic protection skill set, languages, gender sensitivity, access and inclusion, contextual understanding and cultural sensitivity.
- Hold oversight of the various capacity building initiatives such as workshops, consultations and events and ensure they are following best practice and are conducted to the highest standards.
- Take responsibility for personally delivering programmes/initiatives as needed.

### **3. Planning, budgeting and MEL**

- Ensuring that all team and project responsibilities, deliverables and reporting requirements are met within the approved budget and agreed time frames.
- Engage with annual planning processes to best plan for and meet the need of HRDs.
- Providing leadership and strategic input relating to the needs of HRDs for capacity building support.
- Researching and promoting best practice on risk analysis, protection planning and holistic protection for HRDs at risk including keeping up-to-date with developments in the field, coordinating with colleagues, relevant experts and other organisations.

### **4. Network development**

- Being responsible for the development and sustaining of a network of facilitators who are HRDs and related professionals from different cultural and linguistic backgrounds, who are able to provide advice and deliver training on Risk Analysis and Protection Planning, Visibility for Protection and Well-Being.

### **5. Staff Security and Well being**

- Contributing to active risk management to identify, analyse and mitigate against risks that may impact staff and the delivery of programmes.
- Ensuring that risk assessments are done for the whole programme particularly looking at staff safety/security, and HRD security at workshops and other events.
- Ensuring security protocols for the Capacity Building Team are up to date, including personal security plans for all Capacity Builders, and participating in the organisational Security Working Group.

### **6. Management within FLD**

- Nurturing an inclusive, values-driven, supportive organisational culture with a focus

- on delivering impact for human rights defenders in line with the organisation’s mission;
- Contributing to the effective collective management of the organisation, under the guidance of the Directors, through developing and communicating common policies, procedures and management approaches, and supporting relationship building, problem solving and effective cooperation across teams;
  - Providing inspirational leadership and strategic guidance on well-being, learning, staff development, effective communications and ensuring the organisation’s vision, mission, ethos and values are widely known and embedded within your team.
  - Leading the team to develop team objectives and plans to support the delivery of FLD’s strategic plan in accordance with organisational procedures and policies.
  - Ensuring that all team and project responsibilities, deliverables and reporting requirements are met within the approved budget and agreed time frames.
  - Leading on the development and implementation of organisational systems, procedures and policies to support the efficient functioning of the organisation.
  - Championing best practice with regards to health and safety and safeguarding.
  - Leading on the successful attraction, recruitment, induction, management and retention of high caliber staff to support the delivery of our organisation plan.

*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.*

<b>Reporting Structure (number of team members supervised in this job):</b>	
Directly: Visibility for Protection, RAPP, Well-being	Indirectly:
<b>Key Relationships (please specify contacts):</b>	
Internal: Executive Director, Deputy Director, Head of Protection, Protection Managers, Head of Digital Protection, Security Advisor, Protection Coordinators and Digital Protection Coordinators.	External:

<b>Salary</b>
<p>The minimum salary for this role is €64,200 per annum, progressing in an additional eight annual increments. Salary to be agreed on appointment.</p> <p>21 days of annual 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.</p> <p>Benefits include: matching pension contributions, a contribution to private health insurance, death in service benefit, income protection and an employee assistance programme.</p>

**Person Specification** (the minimum qualifications needed to perform the essential functions of the job such as qualifications, skills and experience of doing the key elements of the role).

## **Knowledge and Skills:**

### Essential:

- Strong communication skills, both written and oral in English and at least one other relevant language (eg Arabic, Chinese, French, Portuguese, Russian or Spanish).
- High level leadership, management and interpersonal skills, leading by example to motivate the team and others engaging in the work.
- Broad knowledge of holistic protection, protection needs and HRDs.
- Strong knowledge of best practices for culturally appropriate capacity building methods.
- Strong understanding of the political environment for human rights defenders and excellent political judgment.
- Sound decision-making, particularly in high pressure and high risk situations.
- Flexibility in time, scheduling, travel and supporting other staff, both from the same team and on other teams.
- Ability to offer advice, guidance and support to meet the organisational needs.
- Ability to work as a team member at different levels.
- Financial skills for budgeting.
- Mentorship experience

### Desirable

- Ability to learn on the job about different political and cultural contexts in order to develop effective programming.

## **Experience:**

### Essential:

- Extensive experience as a trainer as well as in the development and management of training programmes in diverse cultural contexts.
- Proven experience as a manager including in managing budgets.
- Experience in driving innovation and creative programming.
- Experience in event planning and organising.
- Experience in managing diverse teams and working in different cultural contexts.

### Desirable:

- Demonstrated experience and judgment in high risk situations that pose security concerns to individuals as well as the organisation.

**Other requirements:**

- Requirement to travel internationally at least four times per year.
- Keep up to date on developments related to human rights defenders on global basis, and also in specific contexts as needed.

**Competencies:**

1. Decision Making and Problem Solving
2. Strategic Thinking
3. Coaching & Mentoring
4. Responsiveness to HRDs
5. Exercising Good Judgement
6. Building Collaborative Work Relationships

**Front Line Defenders is an Equal Opportunities Employer**