

ROLE PROFILE

JOB TITLE:	Head of Protection	REPORTING TO:	Deputy Director
TEAM:	Protection and Management	DATE (last revised):	December 13, 2021
LOCATION:	Dublin	CONTRACT TYPE:	Permanent
WEEKLY HOURS:	35 hours Full-time		

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

Team Purpose:

The Protection Team, through Protection Coordinators and Managers, drive the organisation strategic priorities on behalf of human rights defenders (HRDs) in all regions of the world. The Protection Team is primarily responsible for Front Line Defenders' outreach to human rights defenders (HRDs) at risk, managing and nurturing these crucial relationships through their presence in all the world regions. The team coordinates and directs the protection work in the countries/regions, and hold the strategic overview of the various context and trends. The team is responsible for undertaking rapid advocacy actions (urgent appeals, statements and other advocacy submissions and initiatives) and directing, coordinating and supporting the various holistic protection responses (advocacy, digital, security, visibility, well-being, rest and respite, relocation and grant-making) via close collaboration with the various teams in FLD. The Protection Team is also responsible for conducting research on HRD protection trends (annual Global Analysis) and for the secure and accurate recording and storing of HRD related data.

Role Purpose:

The Head of Protection is a critical senior leadership role in the organisation, managing a large global team and directing crucial organisation strategy on HRD protection in countries and regions. The Head of Protection, together with Protection Team managers, provides and supports strategy and direction on timely and appropriate response to human rights defenders at risk globally, ensuring holistic and effective protection support. The Head of Protection holds a strategic overview of the trends, challenges and responses for HRD protection, and shapes our organizational position through ensuring this is reflected in strategy, communication and representation, and our various holistic protection responses. The Head of Protection is responsible for the management, sustainability, cohesion and well-being of the Protection Team. The Head of Protection is also part of the organisation management team, directly supporting the Directors in the strategy, planning, management and evaluation of the all aspects of the organisation.

Responsibilities:

Leadership & Management

Contributing to the collective management and leadership of Front Line Defenders as a member of the Management Team and through managing cross-organizational work.

- Nurturing an inclusive, values-driven, supportive organisational culture with a focus on delivering impact for human rights defenders in line with the organization's mission;
- Contributing to the effective collective management of the organization, 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.
- Contributing to and leading as needed the development and implementation of organisational systems, procedures and policies to support the efficient functioning of the organisation.
- Championing best practice with regards to safety and safeguarding.
- Collectively with Protection Managers supporting the development and implementation of the Strategic Plan with a focus on ensuring effective action on behalf of human rights defenders at risk in line with our vision and mission, robustly managing risks.

Providing management and leadership to the Protection Team to develop and deliver the team operational and strategic plan in accordance with Front Line Defenders policies and procedures by partnering with the wider management team, partners and stakeholders.

- Co-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.
- In coordination with Protection Managers, overseeing reasonable and balanced delegation of tasks and responsibilities across the team, with a view to managing workloads and responsibilities.
- Ensuring that all team and project responsibilities, deliverables and reporting requirements are met within the approved budget and agreed time frame.
- Leading on the successful recruitment and induction of high calibre staff and fellows to support the delivery of our organisation plan.
- Ensuring Protection Managers feel supported and inspired in their roles, included in decision-making and contributing to the Protection Team and the wider organisation.
- Together with Protection Managers, ensuring Protection Coordinators perspective and experiences are incorporated in the overall vision and strategy of the organisation, and their leadership role is recognised and facilitated.
- Overseeing our Fellowship programme by ensuring that Fellows receive mentoring and support to participate in, and contribute to, the work of the Protection Team.
- Ensuring updated and timely processes for evaluating performance across the team via up-to-date check-in structures and appraisals.
- Managing one or more regions, coordinating regional meetings and other internal spaces, and supporting equity in perception between Head of Protection and the two Protection Managers.

Research and Advocacy

Providing leadership and strategic input into advocacy thought processes based on protection trends, and ensuring collaborative, innovative and impactful decisions around research needs on HRD trends.

- Contributing to advocacy strategy development on case work (including long-term cases) and thematic work (such as gender and intersectionality, killings, business and human rights, counter-terrorism and securitisation, surveillance etc).
- Managing and directing the case work through oversight of the urgent appeals system, and other initiatives such as statements, and collaborative work with others.
- Production and continued development of the annual Global Analysis, quarterly briefings and other reports with the aim of establishing FLD as the key source for up to date information on trends and responses relating to HRDs at risk.
- Together with Protection Managers, creating spaces and opportunities for ongoing identification of emerging trends and recommendations for how to address them in collaboration with other programme areas, including opportunities for research reports
- Supporting the development of and input to advocacy policy documents, relevant briefing papers, including FLD's submissions to the UN Universal Periodic Review and other human rights mechanisms.

Staff Security and Wellbeing

- 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, areas of fraud and reputational risk, including contributing to the organisational risk register.
- Ensuring security protocols for the Protection Team are up to date, including personal security plans for all PCs, and participate in the organisational Security Working Group.
- As a senior manager, championing well-being as a strategic priority ensuring that it is embedded in FLD's day-to-day operations and culture by fostering healthy behaviour at work, ensuring that staff engage with health and wellbeing interventions, spotting early warning signs of stress and burn-out, making supportive adjustments at work, and nurturing positive relationships.
- Supporting Protection Manager's role in the well-being Working Group and share learnings, leadership and strategic thinking for well-being needs for the Protection Team and HRDs.
- Supporting Protection Managers on workload, well-being and collaboration concerning weekend calls and emergency response.

Monitoring, Evaluation and Learning (MEL)

- Supporting FLD to be a learning organisation, who continually measures, evaluates, reviews and learns in order to improve and enhance our delivery and responsiveness to HRD's by anticipating, identifying and solving problems and that we share learning to ensure continuous improvements.
- Leading the Protection Teams committent to and ownership of the organisation's database ensuring all HRD data is securely and accurately recorded and stored with managers.
- Supporting the management and further development of the database, in line with data

protection legislation and organisational data security policies.

Finances and Funding

- Responsible for planning, managing and monitoring an annual budget for the Protection Team. Ensure Protection Managers’ learning and ownership of their budget lines and create opportunities for co-learning.
- Supporting the Directors in ensuring effective governance and financial management to ensure best stewardship of resources and organisation sustainability.
- Supporting the implementation of the organization’s fundraising strategy including the maintenance and developing new relationships with partners, supporters, funders, and potential funders.
- Contributing to ensuring that fundraising applications are consistent with the Front Line Defenders’ strategic plan and that any commitments made are deliverable.
- Demonstrating strong leadership around coordination on proposals deliverables and timelines and needs on the ground.
- Supporting the MEL and Fundraising Teams to complete timely reporting requirements of funders such as evaluations and reports.

External Representation

- Supporting the external representation of the organisation with human rights defenders, governments, donors, the media and other stakeholders, including representing the organisation on select Boards.
- Developing and maintaining positive working relationships with other organisations and institutions, liaising with and maintaining effective links with statutory bodies, the media and other stakeholders.
- Managing relationship between OHCHR in Geneva and Front Line Defenders in relation to the Frank Jennings Fellowship.

Reporting Structure (number of team members supervised in this job):	
<p>Directly:</p> <p>Two Protection Managers, Frank Jennings fellows, plus management of one region with PCs and fellows (to be decided on appointment).</p>	<p>Indirectly:</p> <p>Support Protection Managers in the supervision of their regional Protection Coordinators and fellows and HRD Memorial Coordinator.</p>
Key Relationships (please specify contacts):	
<p>Internal:</p> <p>Protection Team Managers, PCs and Fellows, Deputy Director, Executive Director, Head of various programmes, HR Manager.</p>	<p>External:</p> <p>HRDs, OHCHR mandates, Governments and International Bodies, NGOs and Donors.</p>

Person Specification:

Knowledge and Skills:

Essential:

- The Head of Protection will have considerable knowledge and understanding of international human rights work and the role and protection needs of human rights defenders and will have demonstrated strong strategic and analytical skills. They will have a very good understanding of the political environment for human rights defenders and holistic protection.
- They will have significant management experience in a multicultural environment.
- They will have strong communication skills and 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.
- Excellent political judgement, demonstrated through experience in senior human rights roles, including the ability to make strategic choices based on sound analysis of potential costs and benefits.
- 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.
- In addition to a high level of competence in English, a second language is required (one of the Front Line Defenders working languages: Arabic, French, Russian and Spanish).

Desirable:

- An understanding of international human rights law and the relevant parts of the UN system.
- Excellent research and writing skills

Experience:

Essential:

- They should have at least five years of working at a senior level for the protection of human rights defenders and/or equivalent experience in a human rights based activity/organisation in a leadership role and have experience of management, budgeting, planning and evaluation.
- 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 and other attributes and identities in human rights defenders' lived experiences and their protection needs.
- 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 and/or cultural backgrounds.
- Experience of managing remote staff and experience of working across multiple time zones.

Other requirements:

- Requirement to travel internationally.
- Availability for on call hours during nights and weekends in crisis.

Competencies:

1. Inspirational Leadership
2. Building Effective Working Relationships
3. Decision Making and Problem Solving
4. Results Focussed
5. Stewardship of Resources

Front Line Defenders is an Equal Opportunities Employer