ROLE PROFILE

<table>
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<tr>
<th>JOB TITLE:</th>
<th>HRD Memorial Officer</th>
<th>REPORTING TO (TITLE &amp; NAME):</th>
<th>Protection Manager (Americas &amp; Africa)</th>
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<tr>
<td>TEAM:</td>
<td>Protection Team</td>
<td>DATE (last revised):</td>
<td>18 July 2023</td>
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<tr>
<td>LOCATION:</td>
<td>Preferably in Dublin, open to discussion with selected candidate</td>
<td>CONTRACT TYPE:</td>
<td>1 year. Fixed-term</td>
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<td>WEEKLY HOURS:</td>
<td>Full-time</td>
<td>SALARY:</td>
<td>The annual salary for the post is €36,340</td>
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Principal Objective of the Team and Role:

**Team Purpose:** The Protection Team, through Protection Coordinators, Protection Officers (PO), Fellows and Managers, drive the organisation’s strategic priorities on behalf of HRDs in each of the countries/regions. The Protection Team is primarily responsible for Front Line Defenders’ outreach to human rights defenders (HRDs) at risk, as well as local support networks, managing and nurturing these crucial relationships through their work and 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 and physical security, visibility, well-being, rest and respite, relocation and grant-making) via close collaboration with the various FLD teams, as well as local, regional and international organisations. 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, as well as overseeing and providing strategic leadership for special programmes that tackle particular trends relevant to HRDs protection, such as the HRD Memorial & Long Term Imprisonment Cases.

**Role Purpose:** The purpose of the HRD Memorial Officer is to support FLD strategic global response to the killings of HRDs, particularly through the work of the HRD Memorial project to: (i) ensure accurate, verified documentation of cases of killings of HRDs across all sectors, with a global scope; (ii) support the Protection Manager in maintaining relationship with HRD Memorial network members and other stakeholders; and (iii) celebrate the lives and achievements of HRDs who have been killed because of their peaceful and legitimate work to defend the rights of others.

The HRD Memorial is a global initiative led by 14 national and international human rights organisations to gather and verify information on the cases of human rights defenders (HRDs) who are killed and whose killings are understood to be connected to their human rights work. The HRD Memorial presents a unique, verified dataset that highlights the scale of the killings of defenders worldwide. The initiative provides a basis for effective advocacy and campaigning to stop the killings, and aims to keep alive the memory of defenders who have been killed, celebrate their courage and achievements and offer solidarity with HRDs’ families, friends and colleagues.
Responsibilities:

This is a one year role to support the HRD Memorial at Front Line Defenders, playing a key role in assuring the deliverable of verified and consolidated data for the 2023 Global Analysis, maintaining the HRD Memorial website, supporting the internal review on the HRD Memorial Strategy and planning the 2024 HRD Memorial partners’ meeting.

The HRD Memorial Officer is responsible for:

Data, Analysis & Research
• Gather accurate, verified, timely annual HRD Memorial data on the individual killings of HRDs globally, in coordination with HRD Memorial partners, consultants and other local organisations, and facilitate the inclusion of a complete dataset for publication in the Front Line Defenders annual Global Analysis.
• Manage the HRD Memorial website as a database for recording HRD Memorial data.
• Update information on the HRD Memorial website, and conduct case specific research as required.
• Support the organisation’s analysis of the systematic killings of HRDs globally, by region and by country, together with Protection Coordinators, HRD Protection Researcher, Protection Managers and other relevant staff.
• Prepare data and desk research on HRDs killings vis-á-vis the trends by country, region, gender and intersectionality, sector of human rights work (etc) when relevant for specific advocacy or research.
• Support regional fellows, consultants and other colleagues in their contributions to the HRD Memorial data gathering, verification and analysis.

Strategy and Vision for HRD Memorial
• Support the Protection Manager in maintaining a shared vision of the HRD Memorial as a global, collaborative initiative documenting, memorialising and advocating for accountability regarding the killings of HRDs.
• Support the Protection Manager in liaising with HRD Memorial Partners.
• Together with the Protection Manager and an external consultant, support the internal review and assessment of the achievements, gaps and opportunities for the HRD Memorial project.
• Support the preparation of a HRD Memorial partners’ meeting in Dublin, Ireland in 2024.

Administrative and Logistics
• Deal with queries and correspondence with human rights defenders, partner organisations and FLD staff in a timely manner;
• Input HRD Memorial project related information on the HRD Memorial database / website;
• Carrying out administrative tasks, including the taking of minutes in meetings.

Reporting Structure:

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<th>Directly: N/A</th>
<th>Indirectly: N/A</th>
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• Page 2 of 3 Private & Confidential Initial _
**Key Relationships:**

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<th>Internal: All Colleagues on the Protection Team (Protection Coordinators, Fellows and Managers), Head of Protection, Deputy Director and Executive Director, Advocacy Team members (including US Rep.), Comms Team members, Development Team members, TCD interns, and volunteers.</th>
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<td>External: HRD Memorial partners, HRDs, NGOs</td>
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**Person Specification:**

**Experience and Skills**

**The successful candidate will be able to demonstrate:**

**Essential:**

- previous work experience with an organisation working in the field of human rights and / or with human rights defenders at risk
- an understanding of the role of HRDs and the challenges they face;
- excellent research skills, including the use of social media as source, with a proven ability to synthesis and condense large amounts of information into a succinct format;
- experience with remote data gathering and verification;
- experience liaising with different stakeholders;
- fluency in both oral and written English and Spanish; and
- ability to work on ones own and as part of a remote team.

**Desirable:**

- previous experience managing website uploads and updates;
- previous experience drafting articles, statements, and / or opinion pieces etc.;
- an awareness of digital security tools and experience using open source software
- experience managing large data sets, using and maintaining a database, including experience using LibreOffice Calc (or equivalent eg. Microsoft Excel, Tableau); and
- experience co-organising both on-line and in-person meetings.

**Competencies:**

1. Interpersonal Effectiveness
2. Results/ Quality Orientation
3. Initiative and Independence
4. Flexibilitiy / Adaptability
5. Teamwork
6. Resilience