

ROLE PROFILE

JOB TITLE:	Protection Grants Officer	REPORTING TO:	Head of Protection Grants
TEAM:	Protection Grants	DATE:	May 2024
LOCATION:	Blackrock, Co. Dublin, Ireland (hybrid working available)	CONTRACT TYPE:	Permanent (Subject to standard 6 month probation)
WEEKLY HOURS:	35 hours Monday – Friday	SALARY	Grade 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, regional Protection Grants Coordinators and this newly created Protection Grants Officer role.

The Protection Grants Officer role supports Front Line Defenders to deliver upon its core objective of protecting HRDs 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 Protection Grants Officer supports the Protection Grants team with information management via the organisational database, tracking of grants information, as well as providing reports and analysis of activities undertaken and support provided, and assessing the overall impact of the grants programme (monitoring, evaluation and learning - MEL).

Responsibilities:

The key accountabilities and associated duties include –

1. Meticulous management of grant related documentation. Responsible for managing the database system related to protection grants.

- Managing the detailed documentation system for 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.
- Responsible for overseeing reporting by Human Rights Defenders on protection grants awarded, tracking when reports are due and ensuring appropriate documentation.
- Responsible for ensuring all required information is accurately recorded in line with Front Line Defenders' reporting needs and ensuring consistency with both the finance and development teams for reporting and auditing requirements.
- Managing the administration of financial support under Local Protection Initiatives and Wellbeing & Resilience programme.

2. Responsible for the analysis of the statistical data recorded in the database.

- Ensuring that all data entered by Grants Coordinators can be used in our statistical analysis, in coordination with the MEAL team.

- Compiling periodic reports on Protection Grants data in such a way that can summarise trends and patterns and provide analysis on HRD needs, resource allocation and delivery of grants to Human Rights Defenders at Risk.
- Assessing our commitment to an intersectional approach, with a focus on gender, race and disability to ensure the grants are reaching and are accessible to those most at risk.
- Compiling analysis reports for the Board, Donors and other key stakeholders as and when required.
- Contributing to weekly Protection Grants meetings to share grant data and any emerging trends.
- Providing regionally specific and/or financial input on trends, statistics, achieved results and analysis.

3. 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 monitoring and evaluation aspect of the Front Line Defenders Grants Programme and supporting the colleagues within the Grants, MEAL and Development teams to deepen our approach and provide more effective support.
- Illustrating the needs of at-risk HRDs and NGOs and in understanding the key trends and lessons from each quarter/each year.

4. 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.

- 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.
- Tracking the survey forms and responses from HRD grantees and supporting with follow up evaluations of protection grant support.

5. Providing cover and/or surge support for Grants Coordinators during periods of leave or increased workload, where language appropriate.

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

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.

Reporting Structure:	
Directly: N/A	Indirectly: Regional Grants Coordinators (5)
Key Relationships:	
Internal: Head of Protection Grants and other regional Grants Coordinators, the Monitoring and Learning Officer, the Database Administrator, the Executive Director, Head of Development, the Institutional Grants Managers and the Finance team.	External: Human Rights Defenders, Partners in ProtectDefenders.EU, UN Women Humanitarian and Peace Fund and Lifeline Consortia, regional, national and international NGOs.

Salary:
<p>€37,430 - €52,582 per annum (10 points)</p> <p>Placement on the range will be commensurate with experience and qualifications</p> <p>Benefits include:</p> <p>26 days of annual leave per year, pension scheme, healthcare contributions, life insurance, income protection schemes, employee assistance programme, employee well-being initiatives</p>

Person Specification
<p>Knowledge and Skills:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> • A third level qualification, ideally in the area of human rights, law, politics, international relations or other relevant discipline. • Fluency (written & oral) in English and at least one other working language of Front Line Defenders (Spanish, French, Arabic, Russian) • Knowledge of key human rights trends 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.
- Fluency in other languages such as Portuguese, Chinese, Farsi, Burmese etc. ...

Experience:

Essential:

- At least 3 years of experience working in the human rights or related sector, preferably including MEL experience.
- 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;

Front Line Defenders Values:

1. Working with HRDs:

- Commitment to our Work
- Responsiveness to HRDs
- Decision Making & Problem Solving
- Exercising Good Judgement
- Listening
- Results Focussed
- Perseverance

2. Developing Myself:

- Self-Awareness
- Adapting to Change
- Proactive Learning
- Managing My Well-being

3. Working With Colleagues:

- Respect for the Individual
- Building Trust
- Collaborative Working
- Communication With Each Other

4. Leadership:

- Strategic Thinking
- Engaging With People
- Stewardship of Resources

Selection and Appointment:

- To apply, candidates need to submit a copy of their application - CV and cover letter - via the '**Apply now**' button;
 - Cover letters should be addressed to **Caitriona Rice, Head of Protection Grants**;
 - Only shortlisted candidates will be invited to attend for interview;
 - It is anticipated interviews will be held the last week of **June 2024**;
 - The appointment is expected to be effective from **August 2024**;
- Closing date**; midnight (local Irish time) on **14 June 2024** as per FLD vacancies page: <https://www.frontlinedefenders.org/en/recruitment-volunteering>

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