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**Job Title:** Protection Coordinator (Americas – focus on South America)  
**Reports to:** Protection Manager  
**Staff reporting:** None  
**Based at:** Flexible within the region  
**Hours:** 35 hours per week  
**Contract:** Fixed-term, permanent  
**Probation period:** All new appointments are subject to a probationary period of 6 months  
**Salary:** €38,083 annually; the post holder is responsible for complying with relevant tax and other legal requirements in their country of residence.

**How to Apply:** Applications (CV, cover letter in English and at least 1 example of research, blog or article in English, Spanish or Portuguese) should be addressed to Meerim Ilyas, Head of Protection at: [recruit@frontlinedefenders.org](mailto:recruit@frontlinedefenders.org)

The closing date for applications is **13 June 2021**. Please indicate the full title of the position in the subject line of the email, or the application may be missed.

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### **Front Line Defenders**

Front Line Defenders was founded in Dublin in 2001 with the aim of protecting human rights defenders (HRDs) at risk - people who work, non-violently, for any or all of the rights enshrined in the Universal Declaration of Human Rights.

Front Line Defenders addresses the protection needs identified by HRDs themselves.

Front Line's programmes for HRDs are: Protection Grants; Advocacy; Capacity Building in Protection and Risk Assessment; Digital Protection; Visibility & Communications; and Rest and Respite.

### **Background**

Front Line Defenders is seeking an exceptional candidate with relevant human rights experience to take on this challenging post based in the region. The position is part of the broader Protection Team, which consists of several other Protection Coordinators responsible for other regions, as well as Protection Fellows, who support their work. The team members work independently given specificities and context of their regions, and also collaborate on a range of topics related to protection needs of HRDs, key trends and advocacy. This position reports to one of the Protection Managers and the Head of Protection.

## ***Job Purpose***

The **Protection Coordinator** (Americas) will be responsible for maintaining and developing Front Line Defenders' contacts with human rights defenders in countries in the region, providing rapid response to cases of human rights defenders at risk, undertaking research on the threats and attacks that they face, providing analysis and producing relevant materials to take action in their support, and inputting into all other programmes and activities in the region.

## ***Key Responsibilities***

- Connect with human rights defenders at risk, while applying intersectional lens, and establish and sustain secure communications with them;
- Provide rapid response to cases of human rights defenders at risk, including but not limited to through the urgent appeal system;
- Build the capacity of human rights defenders in the region to respond to and manage security risks;
- Provide expert input to Front Line Defenders' advocacy, media work, capacity building and protection grants program;
- Support on activities and strategies to ensure outreach to women human rights defenders and overall gendered analysis of their experiences;
- Advise on overall strategic direction in the region as relevant to human rights defenders and their movements;
- Undertake research on the threats and attacks that human rights defenders face, obtain information, verify it and provide input for reports and other related materials which can be used to generate action on their behalf, whilst ensuring the independence, accuracy and credibility of the information Front Line Defenders publishes on the region;
- Provide analysis and briefing papers on the threats faced by human rights defenders in specific countries;
- Maintain and update the relevant information on human rights defenders and action taken on their behalf in Front Line Defenders' database and submit timely reports on missions and other activities;
- Develop contacts and liaise with relevant regional and other organisations with regard to Front Line Defenders' work for the protection of human rights defenders in the region;
- Represent Front Line Defenders to relevant authorities, international organizations, donors, embassies and the media as appropriate;
- Undertake other projects as delegated by the Director, Deputy Director, Head of Protection or Protection Manager.

## ***Key Relationships***

- Colleagues on the Protection Team (other Protection Coordinators, Fellows and Managers), Head of Protection, Deputy Director and Executive Director;
- Colleagues in Front Line Defenders' other programme areas including grants, visibility and capacity building;

- Diplomats, embassy staff, and other government officials relevant to missions in the region;
- Partners at other international, regional and local organisations and networks for joint advocacy strategies, statements, events and collaborative projects;
- Donors and potential donors who fund work on behalf of human rights defenders in the region;
- OHCHR, other UN entities, Special Rapporteur on HRDs, and others.

## **Person Specification**

### ***Qualifications, knowledge and experience***

The successful candidate will have at least five years experience of work relating to human rights defenders in the Americas region and excellent written and oral communication skills **in Spanish and English. Please note that we cannot make exceptions to the language requirement.** Command of Portuguese would be an asset.

The successful candidate will have demonstrated

- Sound political judgement, and a good cross-regional perspective;
- 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;
- Experience with a wide range of defenders, and a strong understanding of the gendered and other risks facing women human rights defenders and LGBTIQ+ defenders. Experience of developing gender responsive, intersectional protection strategies is a plus;
- Knowledge of key human rights trends in the region; ability to demonstrate a nuanced understanding of contexts in which local HRD communities operate;
- Understanding of key aspects of holistic protection accompaniment, including digital, physical, risk assessment and well-being. Previous experience in this field is a plus.

### ***Technical and interpersonal skills***

- Ability to quickly assess the type of risk a HRD is facing and advise on the most appropriate course of action;
- Ability to adopt a holistic approach in protection responses, incorporating elements of digital, physical and psychosocial security;
- Ability to work in sometimes restrictive environments through the adoption of robust security strategies including communicating safely with human rights defenders;
- Ability to navigate the rapid response aspect of the work with kindness, patience and expediency, while also practising boundary setting and personal well-being;
- Ability to connect with HRDs who are most marginalised and/or lesser known, including transgender and non-binary HRDs, rural and indigenous HRDs, HRDs with disabilities and other groups;

- Ability to work well with a wide range of people from different cultures, backgrounds and experiences;
- Ability to plan, track and analyze work in a fast-paced environment that frequently requires rapid response;
- Ability to synthesise and distil large amounts of information and to effectively and efficiently prioritise.

*The Protection Coordinator (Americas) works as necessary in Spanish and English, and must be willing to travel on a regular basis as part of their role.*

### **Our values are:**

**Inclusivity:** We focus on the primacy and centrality of HRDs, we seek to be inclusive at all times, demonstrating profound respect and empathy for HRDs in all their diversity.

**Agility:** We strive to meet the needs expressed by human rights defenders in a fast, flexible and relevant manner.

**Solidarity:** We believe in the importance of solidarity. We commit to being present in a meaningful way when HRDs are most at risk; steadfast and relentless in our actions.

**Integrity:** We perform with dedication, professionalism and accountability, acting with independence and integrity at all times.

### **Safeguarding**

Front Line Defenders is committed to safeguarding our staff, human rights defenders, and others we engage with, from exploitation and abuse. We have specific policies and procedures on this commitment, which all staff are strictly expected to adhere to and implement.

### **Equality and Inclusion**

Front Line Defenders is committed to inclusion, diversity, equality and non-discrimination. We seek to found and build our organisation through recruiting people of different origins, beliefs, backgrounds, ways of thinking and skills. We commit to equality of opportunity for all job applicants.

### **Benefits**

#### **Holidays**

The holiday leave year runs from 1 January-31 December. Holiday entitlement for full-time employees is 21 days per annum (pro-rated when starting during the year). 3 company days are awarded between Christmas and New Year.

## **Pension**

Front Line Defenders will match individual pension contributions up to 5% of annual salary. There is also the option to backdate contributions and the contributions from Front Line Defenders, to the start date once probation period is complete.

## **Death in Service Benefit**

All employees are covered under the Death in Service scheme from when they commence employment, up to time that they reach age 65, or cease employment with Front Line Defenders. In the event of death, the scheme pays out four times the salary to individual's estate.

## **Income Protection Benefit – Staff Based Outside of Ireland**

All employees based outside of Ireland are covered under the overseas Income Protection scheme from the date they commence employment up to the time that they reach age 65 or cease employment with Front Line Defenders. Should staff person become ill or injured and unable to work in any gainful occupation for a period of 26 weeks or more, the Income Protection insurance will pay 75% of salary until the staff person is fit to return to work or until she/he/they reach age of 65.

## **Private Health Care**

All staff are eligible to apply for up to 50% refund capped at 1000 Euro in a full year against the cost of their health insurance premium. This may be a taxable benefit in your country of residence.

## **Staff well-being**

Front Line Defenders provides an independent, confidential and professional counselling service through an Employee Assistance Programme (EAP). Additional flexible, trauma-informed support is offered via group sessions, trainings and other means.

## **Training**

All staff have access to appropriate training and development as required to successfully complete their post.

## **Equal Opportunities**

Front Line Defenders is an equal opportunities employer. We aim to ensure that no employee, job applicant, or fellow receives less favourable treatment because of their colour, race, nationality or ethnic or national origins, membership of class, sex, sexual orientation, age, religious beliefs, marital status, family situation or disability.

Selection criteria and procedures will be regularly reviewed to ensure that individuals are treated on the basis of their relevant merits and abilities.