



## Job Description

<b>Job Title:</b>	US Representative, Front Line Defenders
<b>Reports to:</b>	Executive Director
<b>Staff reporting:</b>	None
<b>Location:</b>	New York City or Washington DC (exact location to be agreed with the successful candidate)
<b>Hours:</b>	Full-time
<b>Contract:</b>	2 years
<b>Probation period:</b>	6 months
<b>Salary:</b>	70,000 – 80,000 USD

### **Front Line Defenders**

Front Line Defenders is an international NGO, 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 Defenders' programmes for HRDs are: Capacity Building; Digital Protection; Protection Grants; Visibility & Communications; Advocacy; and Rest and Respite.

### **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.

### **Background**

Front Line Defenders has been steadily growing its programmes and support to human rights defenders at risk globally over the last number of years. Front Line Defenders is now seeking to develop a formal presence in the United States to raise the profile of human rights defenders, undertake advocacy and engage with our civil society allies and our donors.

### **Job Purpose**

The US Representative is responsible for strengthening the capacity of Front Line Defenders to provide practical support to human rights defenders at risk globally through strengthened outreach, advocacy and engagement in the US. The US Representative will

engage with decision makers, civil society, donors and other allies, and help strengthen a constituency of support to HRDs in the US. The US Representative will work in cooperation with the Front Line USA Foundation.

### **Key Responsibilities**

- Represent Front Line Defenders in the United States at meetings, conferences and other human rights spaces, and further develop the organisation's profile and awareness of human rights defenders protection needs in the US, including through participation in campaigns, events and social networking;
- Support Front Line Defenders advocacy work on behalf of HRDs at risk by actively participating in selected meetings and engaging with decision-makers and other key stakeholders in the US on select HRD cases and themes;
- Coordinate events and visits of human rights defenders to the US in order to increase awareness of the work of human rights defenders as well as promote the organisation's work;
- Support the development team by sustaining contacts with Front Line Defenders US-based funders where relevant, and help support US-based fundraising efforts, including outreach efforts to new potential donors, attending relevant donors conferences and building relationships with prospective donors;
- Liaise with other NGOs, donors, partners and allies as appropriate, and build relevant alliances;
- Work collaboratively with all staff, fellows and volunteers and undertake whatever other relevant tasks/projects as specified by the Executive Director or Deputy Director.

### **Key Relationships**

The US Representative will work in close cooperation with Front Line Defenders Executive Director, the protection, visibility, advocacy and development teams, as well as with the Front Line USA Foundation.

### **Person Specification**

The successful candidate will have previous experience of human rights related work and have an in-depth knowledge of the human rights space in the US, particularly with regard to human rights defenders. The successful candidate will have experience engaging with decision makers, civil society and the philanthropic sector. The successful candidate will have strong interpersonal and relationship-building skills, and be able to work with people from different cultural backgrounds. The successful candidate will have proven independence and integrity and a sensitivity towards the situation of human rights defenders.

### **Knowledge and Experience**

- Minimum 7 years of work experience in civil society, human rights, and government engagement programs at national or international level;
- In-depth knowledge of US foreign policy and of the key actors in the human rights space among policymakers, government officials, and the philanthropic sector, particularly with regard to human rights defenders;
- Familiarity with international human rights mechanisms, including those related to human rights defenders;
- Experience of working with gender-focused initiatives, including but not limited to gender policies and gender-sensitive programming;
- Good knowledge of NGO circles in the US.

- Experience in fundraising and engaging with private donors, such as foundations, corporations and high-net worth individuals. Knowledge of US philanthropy in the human rights and other related fields;
- Excellent English oral and written communication skills. Working knowledge of one of Front Line Defenders other working languages (Arabic, French, Russian and Spanish) is desirable;
- Readiness to travel (mainly within the US), but also a minimum of two annual trips to Dublin for organisational meetings.

### **Interpersonal Skills**

- Demonstrated ability to think strategically and creatively;
- Excellent political judgement, including the ability to make strategic choices based on sound analysis of potential costs and benefits;
- Ability to work in a multicultural environment;
- Self starter who can work independently and take initiative;
- Strong interpersonal and relationship-building and networking skills;
- Sensitivity towards the situation of human rights defenders.

### **Application Process**

Applications, comprising CV and cover letter in a single pdf file named '[surname]\_[name]\_US Representative', should be addressed to Andrew Anderson, Executive Director at [recruit@frontlinedefenders.org](mailto:recruit@frontlinedefenders.org).

The closing date for applications is **30 June 2021**. Please indicate the full title of the position (US Representative) in the subject line of the email, or the application may be missed.

First interviews are expected to take place mid-July.

Please note this role is a re-advertisement. It was originally advertised in March 2020, but the recruitment process was then ceased, due to the global pandemic. We strongly encourage any applicants who applied initially to re-apply.

### **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.

### **Benefits**

#### **Holidays**

The holiday leave year runs from 1 January-31 December. Holiday entitlement for full-time employees is 21 days per annum, pro-rata for part-time employees). 3 company days are awarded between Christmas and New Year.

#### **Pension**

Front Line Defenders will match your pension contributions up to 5% of your annual salary. You also have the option to backdate your contributions and the contributions from Front Line Defenders, to your start date once your 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 your death, the scheme pays out four times your salary to your estate.

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

All employees based outside of Ireland are covered under the overseas Income Protection scheme from when they commence employment up to the time that they reach age 65 or cease employment with Front Line Defenders. Should you 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 you 75% of your salary until you are fit to return to work or until you reach age of 65.

### **Private Health Care**

All staff are eligible to apply for up to 50% refund capped at E1000 in a full year against the cost of their health insurance premium. This is a taxable benefit that will be taxed at source as a Benefit In Kind through payroll, in the month when your refund is paid.

### **Employee Assistance Programme (EAP)**

Front Line Defenders provides an independent, confidential and professional counselling service. Counselling is provided both by telephone and face to face. Trained professionals are on call 24 hours a day, seven days a week.

### **Learning and Development**

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