

ROLE PROFILE

JOB TITLE:	Head of Communications and Events	REPORTING TO:	Andrew Anderson, Executive Director
TEAM:	Communications & Events	DATE:	April 2022
LOCATION:	Dublin	CONTRACT TYPE:	Permanent
WEEKLY HOURS:	35		

Principal Objective of the Team and Role

Team Purpose:

The purpose of the Communications and Events Team is to provide support to human rights defenders (HRDs) at risk through media and communications. The team works together with HRDs on publications, developing media capacity and connections, producing communications materials, organizing the FLD Award and Dublin Platform and providing individual support and advice. The Communications and Events team is also responsible for developing and implementing the multilingual communications strategy for FLD including managing the website and social media, publications, audio-visual materials, podcasts and media outreach, and planning and organising events.

Role Purpose:

This role has overall responsibility for all external communications and events of Front Line Defenders, including publications, media engagement, social media, website and events (namely Front Line Defenders Award, Dublin Platform, Annual Lecture, Dublin Human Rights & Arts Festival and others). The Head of the Communications and Events team will be leading the multilingual Visibility and Communications strategy for the organisation, developing the work of the team, and ensuring monitoring, learning and innovation of the programming.

Responsibilities:

1. Developing and implementing the Communications strategy for Front Line Defenders with a focus on promoting the protection of human rights defenders

- Identifying the needs of human rights defenders and the potential to support their protection through media and communications;
- Setting and meeting the organisations', media, social media, website and events targets and goals, ensuring monitoring, learning and evaluation;
- Developing the organisations' style, brand and digital identity;
- Developing the Irish public engagement strategy of the organisation.

2. Managing the Communications & Events team

- Leading on the implementation of the Communications and Events strategy and overseeing the team members' work on external communications, public relations,

<p>media engagement, social media, website and events.</p> <ul style="list-style-type: none"> • Supporting and developing the capacities and abilities of team members in their specific roles. • Managing the budget for all activities of the Communications & Events team. • Monitoring all programming of the Communications & Events team for effectiveness and quality. <p>3. Coordinating media and promotional efforts on the protection of HRDs and Front Line Defenders work and projects, in relevant languages and regions;</p> <ul style="list-style-type: none"> • Planning and developing promotion strategies together with HRDs, and of Front Line Defenders programmes, reports, website and other projects, including media and social media efforts. • Recruiting and hiring creative professionals to generate content as needed; ensuring that materials follow all FLD brand style and standards. • Ensuring and overseeing translation of all materials – both for editing purposes and for distribution purposes. <p>4. Ensuring standards for communications, representation and products of the organisation are maintained</p> <ul style="list-style-type: none"> • Overseeing the production of publications and materials that represent the organisation, including editing and approving official and written materials. • Developing and maintaining FLD style and standards for written and multimedia content. <p>5. Strategising and managing events</p> <ul style="list-style-type: none"> • Overseeing all elements of Front Line Defenders events (Annual Lecture, Award, Dublin Platform, Dublin Human Rights and Arts Festival and others), including strategy, partnerships, planning and execution. <p>6. Strategising innovation in delivery of Communications and Events programming</p> <ul style="list-style-type: none"> • Track and learn from developments in the sector to internalize at FLD and develop innovative programming to meet the needs of HRDs. • Learning and incorporating new technology for visibility purposes.
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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: Communications Officer, International Events Coordinator.	Indirectly:
Key Relationships:	
Internal: Executive Director, Deputy Director, Head of Development, Management Team.	External:

Salary

€64,200 -€77,940

Person Specification

Knowledge and Skills:

Essential:

- Strong communication skills, both written and oral in English and at least one other relevant language (eg Arabic, Chinese, French, Portuguese, Russian or Spanish).
- High level leadership, management and interpersonal skills, leading by example to motivate the team and others engaging on visibility work.
- Broad knowledge of international media environment, social media tools and trends, and multimedia and campaigns strategies.
- Strong understanding of the political environment for human rights defenders and excellent political judgment.
- Sound decision-making, particularly in high pressure and high risk situations.
- Flexibility in time, scheduling, travel and supporting other staff, both from the same team and on other teams.
- Ability to offer advice, guidance and support to meet the organizational needs.
- Ability to work as a team member at different levels.
- Financial skills for budgeting.
- Mentorship experience.
- Ability to communicate in a second language (other than English).
- Proven writing and editing skills.
- Knowledge of international human rights norms and laws.

Desirable:

- Ability to learn on the job about different political and cultural contexts in order to develop effective programming.

Experience:

Essential:

- At least 5 years of working at a senior level in the human rights sector in a communications role, including team management responsibilities.
- Proven experience in project management and development.
- Proven experience in managing budgets.
- Experience in multi-tasking and managing complex projects.
- Experience in driving innovation and creative programming.

- Experience in event planning and organising.
- Experience in working with journalists and handling communications responsibilities for an organisation.

Desirable:

- Demonstrated experience and judgment in high risk situations that pose security concerns to individuals as well as the organization.
- Experience in managing diverse teams and working in different cultural contexts.

Other requirements:

- Requirement to travel internationally at least 6 times per year.
- Available for meetings at irregular hours.
- Keep up to date on developments related to human rights defenders on global basis, and also in specific contexts as needed.

Competencies:

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| 1. Decision Making and Problem Solving |
| 2. Strategic Thinking |
| 3. Coaching & Mentoring |
| 4. Responsiveness to HRDs |
| 5. Exercising Good Judgement |
| 6. Building Collaborative Work Relationships |

Front Line Defenders is an Equal Opportunities Employer