ROLE PROFILE

| JOB TITLE: | Events Assistant supporting on:  
- Dublin Platform 2022 (Oct 22)  
- Front Line Defenders Award Ceremony (May 2022)  
- Dublin Arts & Human Rights Festival (Oct 2022) | REPORTING TO: | Head of Visibility and Communications (under the daily supervision of the International Events & Promotions Coordinator) |
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<tbody>
<tr>
<td>TEAM:</td>
<td>Visibility and Communications</td>
<td>DATE:</td>
<td>March 2022</td>
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<tr>
<td>LOCATION:</td>
<td>Blackrock, Co. Dublin</td>
<td>CONTRACT TYPE:</td>
<td>Fixed term 8 months</td>
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<td>WEEKLY HOURS:</td>
<td>35 hours Monday - Friday</td>
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Principal Objective of the Team and Role

Team Purpose: The team covers two areas:
1. External communications and events role for the organization aimed at positioning FLD as a leading human rights organization in Ireland and internationally; and
2. Generating Visibility as a resource for HRDs, including campaigning, capacity building, research and advocacy, media engagement, etc. aimed at supporting HRDs to build respect, credibility and support within their own societies and internationally, with the overall objective of building their security and protection.

Role Purpose:
This role will work closely and under the direct supervision of the International Events & Promotions Coordinator in the organisation of the 2022 Dublin Platform (26 – 28 October), including traveling, visas, accommodation, catering and welcome pack for over 100 human rights defenders; keeping the organisation's database up to date; and other coordination and administrative tasks. There will also be admin and event support required for our Annual Award, Festival and other relevant events. The team will be joined by a Travel and Visa Coordinator, and overall management will lay on the Head of Visibility and Communications.
**Responsibilities:**

The key accountabilities and associated duties include:

- Supporting the International Events & Promotions Team in delivering the Dublin Platform, a 300+ participants conference taking place in October 2022, as well as supporting in the organisation of other events in 2022;
- Liaising with colleagues to organise the travel and participation of 300+ delegates to the Dublin Platform (human rights defenders, high level speakers, Board members, public authorities, etc);
- Admin support for the visa application processes;
- Booking of travel and other arrangements for participants;
- Guestlist invitation & coordination;
- Organising accommodation and catering for delegates;
- Compiling delegate welcome packs;
- Event assistance on site for the 3 days of the Platform in Dublin Castle;
- Event assistance on site for the Award Ceremony;
- Event coordination for all FLD Dublin Arts & Human Rights Festival events & support liaison with festival partners;
- Supporting the compliance of the security plan of the event, including COVID-19 safety guidelines;
- Writing and distributing email correspondence, letters and forms and recording relevant data;
- Updating and maintaining Front Line Defenders database and working documents; and
- Other ad-hoc coordination or administrative tasks as required.

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**

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<th>Directly:</th>
<th>Indirectly:</th>
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<tr>
<td>Head of Visibility and Communications</td>
<td>International Events &amp; Promotions Coordinator</td>
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**Key Relationships**

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<th>Internal:</th>
<th>External:</th>
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<td>International Events &amp; Promotions Coordinator; Head of Visibility and Communications; Executive Director, Deputy Director.</td>
<td>Human Rights Defenders participating in the Dublin Platform; international guests (high level speakers, diplomats, governmental authorities, NGOs, etc).</td>
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**Salary**
The salary range for this role is 30,000-32,000. This will be agreed on appointment.

**Person Specification**

**Essential:**

The successful candidate will be able to demonstrate;

- Previous work experience in an administrative role in an office environment and/or previous experience organising and/or supporting with event management;
- Excellent organisational & multi-tasking skills with high level attention to detail and accuracy;
- Strong computer literacy (database, mailouts, spreadsheets etc);
- An aptitude for problem solving;
- Good oral and written communication skills;
- Excellent time management skills and the ability to prioritise work;
- An ability to work well under pressure, both as part of a team and independently;
- A flexible, cooperative and professional attitude;

**Desirable:**

- Ability to work in a second language is desirable.

**Competencies:**

1. Responsiveness to HRDs
2. Commitment to Our Work
3. Results Focused
4. Exercising Good Judgement

*Frontline Defenders is an Equal Opportunities Employer*