

ROLE PROFILE

JOB TITLE:	Visa and Travel Administrator	REPORTING TO:	Head of Communications and Events
TEAM:	Communications and Events	DATE:	March 2024
LOCATION:	Blackrock, Co. Dublin	CONTRACT TYPE:	8 month Fixed term Contract
WEEKLY HOURS:	35 hours Monday - Friday	SALARY:	Grade 7

Principal Objectives

The purpose of the Communications and Events Team is to provide support to human rights defenders (HRDs) at risk by giving them and their work more visibility – by raising their profile online and in external media as well as by organising events. Among other strategies, the team works together with HRDs on publications, developing media capacity and connections, producing communications materials, organising the [Front Line Defenders Award](#) and [Dublin Platform](#) and providing individual support and advice.

The Visa and Travel Administrator will work closely with the Communications and Events team and Protection team on the organisation of the 2024 Dublin Platform (23 – 25 October 2024). The role will coordinate the visa process for over 100 human rights defenders (and other international delegates if/when advised). The Visa and Travel Administrator will also support with flights, travel logistics and additional administrative, event & organisational tasks as required, including keeping the organisation's database up to date.

The team will also be joined by an Events Assistant for this period; both roles will be supervised by the International Events and Promotions Coordinator and will report to the Head of Communications and Events.

Responsibilities:

The key accountabilities and associated duties include:

- Coordinating the applications and processing of visas for over 100 human rights defenders from over 100 different countries attending the 2024 Dublin Platform;
- Managing the visa application processes for all participant human rights defenders, including Irish, Schengen and UK visa applications;
- Liaising with the Irish visa office to ensure timely turnaround of visa applications;
- Liaising with relevant regional colleagues to coordinate collection of visas;
- Updating the team weekly on progress of all visa applications;
- In coordination with relevant colleagues, also support the travel arrangements for over 100 human rights defenders attending the Dublin Platform and trips of other international delegates (high-level speakers, Board members, diplomats, governmental authorities etc.);
- Supporting with other administrative, event and organisational tasks as required, including accommodation, catering, delegate welcome pack etc.;
- Writing and distributing email correspondence, letters and forms and recording relevant data;
- Updating and maintaining Front Line Defenders database and working documents.

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.

Key Relationships :

Internal: International Events & Promotions Coordinator; Head of Communications and Events; Communications; Executive Director, Deputy Director.	External: Human Rights Defenders participating in the Dublin Platform; international guests (high level speakers, diplomats, governmental authorities, NGOs, etc).
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Salary

Range starts at €33,341 per annum.

Placement on the range will be commensurate with experience and qualifications.

Person Specification:

Essential:

The successful candidate will be able to demonstrate:

- Previous work experience in an administrative role in an office environment;
- Previous experience organising and/ or supporting with event management;
- A basic understanding of the complexity of coordinating a large-scale event;
- Excellent organisational & multi-tasking skills with a high level of 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.

Competencies:

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

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 **Conor Fortune, Head of Communications & Events**;
- Only shortlisted candidates will be invited to attend for interview;
- It is anticipated interviews will be held in late March 2024;
- The appointment is expected to be effective from April 2024;
- **Closing date:** midnight (local Irish time) on **Tuesday, 19 March 2024** as per FLD vacancies page: <https://www.frontlinedefenders.org/en/recruitment-volunteering>

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