**ROLE PROFILE**

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Visa and Travel Coordinator - Dublin Platform 2022</th>
<th>REPORTING TO:</th>
<th>Head of Visibility and Communications (under the direct supervision of the International Events &amp; Promotions Coordinator)</th>
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</thead>
<tbody>
<tr>
<td>TEAM:</td>
<td>Visibility and Communications</td>
<td>DATE:</td>
<td>February 2022</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>Dublin</td>
<td>CONTRACT TYPE:</td>
<td>Fixed term 8 months</td>
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<tr>
<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 withing 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 daily supervision of the International Events & Promotions Coordinator in organising the 2022 Dublin Platform (26 – 28 October), coordinating the organisation of international travel and visas for over 100 human rights defenders and other international delegates. The Travel and Visa Coordination will also support with additional administrative, event & organisational tasks as required, including keeping the organisation's database up to date. The team will be joined by an Events Assistant, and overall management will lay with the Head of Visibility and Communications.
Responsibilities:
The list should contain each and every essential job duty or responsibility that is critical to the successful performance of the job. The list should begin with the most important functional and relational responsibilities and continue down in order of significance.

The key accountabilities and associated duties include:

- organising and procuring travel arrangements for over 100 human rights defenders attending the Dublin Platform;
- liaising with colleagues and supporting the organisation of trips of other international delegates (high level speakers, Board members, diplomats, governmental authorities etc);
- managing visa application processes for participant human rights defenders, from over 100 countries, including Irish, Schengen and UK visa applications;
- liaising with the Irish visa office to ensure timely turnaround of visa applications;
- supporting with other administrative, event and organisational tasks as required, including accommodation, catering, delegate welcome pack, etc.;
- supporting in 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.

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:

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

Key Relationships:

<table>
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<th>Internal:</th>
<th>External:</th>
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<tr>
<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 €32,000- €34,000. 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 or supporting event management;
- excellent organisational skills and excellent attention to detail and accuracy;
- must possess excellent experience of working with spreadsheets at an advanced level;
- strong computer literacy (database, mailouts etc),
- demonstrable experience of 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 while managing deadlines;
- a flexible, cooperative and professional attitude;

**Desirable**

- previous experience in managing visa application processes and international travel for large events (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

**Frontline Defenders is an Equal Opportunities Employer**