

ROLE PROFILE

JOB TITLE:	Capacity Development Coordinator, ECA	REPORTING TO	Head of Capacity Development
TEAM:	Capacity Development	DATE:	Last revised April 2024
LOCATION:	Remote	CONTRACT TYPE:	Permanent
WEEKLY HOURS:	Full-time (35 hours) Monday to Friday	SALARY:	Grade 6

Principal Objective of the Team and Role :

The purpose of the Capacity Development Team is to provide practical support to human rights defenders (HRDs) and organisations (HROs) at risk, to strengthen their capacities to analyse, manage, and mitigate the risks they face and to build their longer term protection. The Team will achieve its purpose through the development, implementation and evaluation of participatory methodology on holistic protection, including a comprehensive and adaptive training programme, training of trainers, mentoring, contractor support, individual and collective consultations, and products/ materials and events.

The team focuses on holistic protection including risk assessment and protection planning (RAPP), visibility for protection (VfP) and security advice. (Support on capacity development regarding digital protection and well-being comes from separate programmes within the organisation, and those teams will collaborate closely).

This role has responsibility to provide practical support and deliver training to human rights defenders and organisations at risk in Europe and Central Asia to strengthen their capacities to analyse and manage the risks they face due to their human rights work. The Capacity Development Coordinator is part of the Capacity Development team and will contribute to the development, implementation, and evaluation of coordinated, strategic, targeted and effective participatory methodologies on holistic protection, with a focus on adapting and developing the methodologies to best respond to the specific needs of the region they are working in.

The Capacity Development Coordinator will also be part of the ECA regional team, and contribute to the collaborative strategy planning, and the implementation of the main action plan for the region as it relates to their role. The Capacity Development Coordinator will hold a central coordination, logistics and mentorship role with contractor trainers engaged to deliver or co-train at workshops in the ECA region. They will also coordinate with both the ECA Protection Coordinators to ensure that individual and collective consultations with HRDs are delivered in a timely, effective manner.

The role holder will also work closely with the Well-Being Coordinator to strengthen well-being support to HRDs in the ECA region.

Responsibilities:

Together with the Head of Capacity Development and other relevant colleagues, the role will hold responsibility over:-

1. **Strategic planning to develop and deliver the team vision and plans**
 - Cross-team cooperation within Front Line Defenders to identify and prioritise HRDs, organisations and communities needing capacity development, including a specific needs analysis, and a focus on developing strategies for long term impact and sustainability.

- Ensure that all role-based team and project responsibilities, deliverables and reporting requirements are met within the parameters of the agreed budget and time frame.
- Engage in annual planning processes to best plan for and meet the expressed needs of HRDs.
- Provide leadership and strategic input relating to capacity development for HRDs at risk in the region of ECA.

2. **Curriculum design and evaluation**

- Research and promote best practice on risk analysis, protection planning and holistic protection for HRDs at risk including keeping up-to-date with developments in the field, coordinating with colleagues, relevant experts and other organisations.
- Contribute to the development of a tailored learning programme, materials, manuals, and resources on risk analysis and protection planning for HRDs at risk in the region, prioritising the more vulnerable cohorts of defenders.
- Contribute to the identification of gaps in currently available resources and internal collaboration with relevant colleagues on the type of holistic support being provided to HRDs in the region, and work towards the enhancement of resources, training materials, and region specific practices and networks.

3. **Training program development and facilitation**

- Design and develop comprehensive training tools and programmes that are responsive to the needs identified on assessments of diverse groups of HRDs at risk, incorporating language, gender, access, diversity, equity and inclusion (DEI), context and cultural sensitivities.
- Organise, lead, and conduct trainings, workshops, consultations, retreats and other activities on RAPP and VFP as appropriate for HRDs at risk, and in coordination and collaboration with relevant Front Line Defenders colleagues and relevant stakeholders. This would include coordinating and implementing the security plan for the activities and ensuring all the necessary logistical arrangements are in place.
- Integrate real-life, relevant context and case studies into training sessions to provide participants with practical experience in addressing protection challenges.
- Integrate well-being sessions and spaces for HRDs and trainers during training, workshops, and events, in collaboration with the Well-Being Coordinator and other protection programming colleagues
- Map relevant resources in the region for HRDs at risk and working in alliance with others as appropriate, strengthening local actors and existing localised structures of support.

4. **Security and Well-being**

- Provide virtual and/or in person consultations with HRDs referred by Protection Coordinators or others to support them in conducting risk analysis and planning on their holistic protection.

- Ensure that regular risk assessments are undertaken at workshops and other events, and looking at HRD and staff/contractor safety/security and well-being.
- Contribute to active risk management to identify, analyse and mitigate against risks that may impact HRDs, staff and contractors in the delivery of programmes.

5. **Mentorship and network development**

- The Capacity Builder will be responsible for expanding and sustaining a network of facilitators in the ECA region who are HRDs and related professionals from different cultural and linguistic backgrounds, who are able to provide advice and deliver training on Risk Analysis and Protection Planning, Visibility for Protection and Well-Being, in collaboration with the Well-Being Coordinator and other protection programming colleagues.
- Develop and implement a Training of Trainers (ToT) curriculum that is relevant to the network of facilitators and responds to the needs of the HRDs in the region.
- Hold oversight of and provide practical support to various consultant-led capacity development initiatives conducted in the region such as workshops, consultations and events and ensure they are following best practice and are conducted to the highest standards.
- Collaborate with relevant local contacts, organisations, agencies, and experts to stay informed about emerging protection issues and ensure that training programmes remain current and relevant.

6. **Documentation and reporting**

- Maintain accurate records of training activities, evaluations, needs assessments, and participant feedback that will be required by different teams for MEL and multiple organisational reports including quarterly reports, donor reports, advocacy reports, grants reporting, and resource development. This includes timely, accurate updating to the Front Line Defenders database.

7. **Other activities and projects of the team and the organisation**

- Support as required in other Front Line Defenders projects, including the Platform, Award and other events.

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:	
<p>Internal: Head of Capacity Development, Capacity Development Manager, Regional Capacity Development Coordinators, Protection Coordinators, Well-being Coordinator, Security advisor, Digital Protection Coordinator/s, Grant Coordinator</p> <p>External: HRD/Os at risk, HRDs in the Front Line Defenders Training Network, Contractor training providers, Donors, other HROs.</p>	

Salary
<p>€41,025 to €48,060 per annum (Points 3 - 7)</p> <p>Placement on the range will be commensurate with experience and qualifications</p> <p>Benefits include:</p> <p>26 days of annual leave per year, pension scheme, healthcare contributions, life insurance, income protection schemes, employee assistance programme, employee well-being initiatives</p>

Person Specification (the minimum qualifications needed to perform the essential functions of the job such as qualifications, skills and experience of doing the key elements of the role).

<p>Knowledge and Skills:</p> <p><i>Essential:</i></p> <ul style="list-style-type: none"> • Theoretical and practical knowledge of holistic security and collective protection for HRDs • Excellent knowledge of the region, including familiarity with the human rights situation and environment in which human rights defenders operate • Strong knowledge of best practices for culturally appropriate capacity building methods, incorporating language, gender, access and inclusion, context and cultural sensitivities • Excellent training and facilitation skills, and a demonstrable track record of delivering training • Proven capability to analyse and manage risk

- A high level of interpersonal skills, including excellent mentoring skills
- Strong communication skills, both written and oral in English and Russian
- Good computer literacy, basic digital security skills, and ability to write and maintain reports and data in a Database
- Strong planning and organisational skills, including logistical organisation of events and trainings, and financial skills for budgeting
- Ability to work independently and with a high level of autonomy as well as collaboratively and as a team member

Desirable:

- Strong communication skills, both written and oral, on a third language of the ECA region
- Knowledge of Front Line Defenders approach and methodology

Experience:

Essential:

- Wide experience working on Holistic Protection with Human Rights Defenders at Risk
- Extensive experience as a trainer as well as in the development and management of training programmes in diverse cultural contexts
- Experience working with a de-colonial, intersectional approach and with vulnerable groups
- Experience in event planning and organising, including managing logistics, security and activity budgets
- Experience and sound judgement in risk situations that pose security concerns to human rights defenders or organisations
- Experience building and working successfully with teams of people with different professional and / or cultural backgrounds
- Experience writing reports and maintaining a database

Desirable:

- Experience developing and maintaining MEL systems

Other requirements:

- International travel, a minimum of 6 times per year
- Availability for occasional weekend and out of hours work is required. TOIL available
- Requirement to keep up to date on developments related to HRDs within different contexts in the region, and also global developments

1.

Front Line Defenders Values:
1. Working with HRDs: <ul style="list-style-type: none">• Commitment to our Work• Responsiveness to HRDs• Decision Making & Problem Solving• Exercising Good Judgement• Listening• Results Focussed• Perseverance
2. Developing Myself: <ul style="list-style-type: none">• Self-Awareness• Adapting to Change• Proactive Learning• Managing My Well-being
3. Working With Colleagues: <ul style="list-style-type: none">• Respect for the Individual• Building Trust• Collaborative Working• Communication With Each Other
4. Leadership: <ul style="list-style-type: none">• Strategic Thinking• Engaging With People• Stewardship of Resources

Selection & Appointment:
<ul style="list-style-type: none">• 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 María San Martín, Head of Capacity Development;• Only shortlisted candidates will be invited to attend for interview;• It is anticipated interviews will be held during May 2024;• The appointment is expected to be effective from June 2024;• Closing date; midnight (local Irish time) on 1 May 2024 as per FLD vacancies page: https://www.frontlinedefenders.org/en/recruitment-volunteering

Front Line Defenders is an Equal Opportunities Employer