

# Programme Assistant



## Job Description

**Position:** Programme Assistant, Legislative Reform

**Type:** Fixed term contract to 30 April 2020, full-time

**Salary:** £28,000 – 30,000 per annum (dependent on experience)

**Location:** London, UK

**Reports to:** Programme Manager, Legislative Reform

**Application deadline:** 31 March 2019

## Organisation Overview

The Human Dignity Trust (the Trust) is a legal charity based in London, UK that supports local lawyers and human rights defenders to uphold human rights and constitutional law in countries where private, consensual sexual conduct between adults of the same sex is criminalised. At present, 73 jurisdictions worldwide maintain these criminal laws, a figure that is gradually decreasing due to a combination of litigation and legislative reform. Legal provisions that criminalise lesbian, gay, bisexual and transgender (LGBT) people put them beyond the protection of the law, fostering a climate of fear, stigma and violence. These provisions also violate constitutional and international human rights law, including a person's right to dignity, equality, non-discrimination and privacy.

The Trust provides *pro bono* technical legal assistance and advisory services at the request of, and in collaboration with, local human rights defenders, their lawyers and other partners who wish to use the courts to challenge the laws that discriminate against and persecute LGBT people. Since our inception in 2011, we have worked with local partners in 21 countries in all regions of the world.

The Trust also has a new dedicated programme to support legislative reform of sexual offences laws within the Commonwealth. Laws criminalising LGBT people in the Commonwealth are often part of a wider set of sexual offences and related laws that discriminate against and do not adequately protect women, children, LGBT people and other vulnerable groups, such as laws relating to rape, sexual assault, ages of consent, ages of marriage, gender-based violence and forced marriage. Many of these are rooted in colonial-era laws that have long since been reformed in the UK. Building on pan-Commonwealth legal analyses that the Trust has been spearheading since 2014, we co-founded the Equality & Justice Alliance (EJA), a consortium of NGOs that among others is delivering a programme of technical assistance with Commonwealth governments seeking to embark on a programme of legislative reform, with funding from the UK Foreign and Commonwealth Office.

In April 2018, this exciting and ambitious programme got underway for an initial two-year period.

## Purpose of the post

This is an exciting opportunity for an outstanding and passionate individual, who will work closely with the Programme Manager, as well as other Trust staff, stakeholders from civil society, the public sector and international experts, to support the implementation of the programme.

Based in our London office, you will be providing high quality logistical and administrative support that will be instrumental in ensuring the effective delivery our programme across a range of Commonwealth countries in the Caribbean, Africa, Asia and the Pacific.

The successful candidate will play a key role in helping to maximise the impact of our work by diligently maintaining an accurate record of activities such as conferences, coordinating international travel and events, and supporting communications with partner organisations and key

stakeholders. This post will suit someone with a passion for human rights, equality and justice, but they must have proven organisational and communication skills and be able to demonstrate exceptional attention to detail.

From time to time, the post-holder will be required to undertake international travel and occasionally to work outside of regular office hours.

## **Responsibilities of the post**

Under the direct supervision and guidance of the Programme Manager, the Programme Assistant will carry out the following duties:

### Programme Support

1. Collect, organise and collate relevant information and assist in drafting programme materials, including reports and briefings.
2. Assist in the preparation and logistical planning of EJA-related activities including meetings, field visits, deployment of experts, roundtables and workshops.
3. Liaise with participants and staff to ensure smooth running of EJA-related events.
4. Organise international travel for Programme staff and external participants.
5. Organise and service internal and external Programme meetings, including in coordination with Programme partners.
6. Draft and assist in the coordination of consultancy and technical assistance contracts.

### Administration

7. Provide support for scheduling, managing diaries and undertaking any associated administration.
8. Provide general administrative support to the Programme team, including by monitoring and maintaining accurate and clear record of programme deadlines, including financial and expenditure records, and drafting minutes of meetings and notes of convenings.
9. Develop and maintain effective systems for filing relevant EJA documentation.
10. Assist the Programme Manager and the Finance Manager in ensuring accurate financial records and reporting of programme activities.

### Communication

11. Maintain regular and accurate contact lists including of experts and vendors.
12. Draft communication materials for Programme stakeholders, including correspondence, contracts, agreements and concept notes.
13. Assist with the Programme Manager's regular internal communication to the Director on progress of the Programme, including on delivery of outsourced activities, travel proposals and reports.

### General

14. Attend internal and external meetings as required.
15. Assist with general administration across teams when required in order to support the smooth running of the office.

## **Person specification**

### Essential

- a. Studies and/or work experience in international development, human rights, project management or a related field.

- b. Demonstrated experience of providing planning, logistical, administrative and related support for complex projects, preferably with an international dimension.
- c. Exceptional organisational skills and ability to think ahead, prioritise and manage multiple streams of work.
- d. Attention to detail, accuracy and ability to meet demanding deadlines.
- e. Experience of supporting senior colleagues in a fast-paced working environment.
- f. Outstanding problem-solving skills, creativity and flexibility.
- g. A team player, with excellent communication and interpersonal skills.
- h. Experience in developing and maintaining efficient office systems.
- i. High standard of written and spoken English, and ability to tailor communications to different audiences, including state officials and dignitaries.
- j. Excellent IT skills, especially use of Office 365, including Access.
- k. Ability to work in a multi-cultural environment with tact and discretion.
- l. Sense of humour and grace under pressure.

#### Desirable

- a. Post-graduate degree in international development, human rights, project management or a related field.
- b. Direct experience on the Trust's areas of work (legislative reform, strategic litigation, legal research and human rights).

#### **Recruitment process**

##### **Equal Opportunities**

The Human Dignity Trust strives to be an equal opportunity employer. Our aim is to create a safe and secure working environment where a commitment to diversity, opportunity, quality and excellence are our guiding values. We welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, gender identity or age. We encourage applications from currently under-represented groups, in particular from BAME and/or trans candidates.

All offers of employment will be conditional on the candidate having/securing the right to work in the UK prior to their employment commencing.

##### **Application process**

To apply please send a CV with a covering letter of no more than two pages that fully addresses the **person specification** set out above. Applications received without a covering letter or that do not address the **person specification** cannot be considered. We regret that due to the number of applications the Trust receives, we are only able to respond to candidates who have been shortlisted for an interview. A written test of the duration of one hour will be administered at the time of the interview.

Ideally the selected candidate should be able to start immediately and, in any case, not later than mid-May 2019.

Please send your application to: Chris Atkinson, [administrator@humandignitytrust.org](mailto:administrator@humandignitytrust.org)

**Closing date for applications:** 31 March 2019

**Interviews to be held (by Skype, if necessary):** Wednesday 9 April 2019