



## **ARTICLE 19**

### **JOB DESCRIPTION**

#### **Head of Europe and Central Asia Programme**

Responsible to:	Director of Programmes
Responsible for:	Europe Programme Officer, Project Coordinator for Central Asia, other fixed or short term staff/consultants, interns of the ECA Programme
Key relationships:	Projects team, Finance team, Law and policy programme, Communications & Campaigns team
Contract:	1 year renewable
Working hours:	Full time (37.5 hours per week)
Special Conditions:	Frequent travel in the region required
Salary:	£33,572 – £37,390 per annum
Location:	London

#### **ROLE PURPOSE**

The Head of Europe and Central Asia (ECA) Programme leads ARTICLE 19's work on freedom of expression and information in ECA. The Head will be strategically identifying new areas for ARTICLE 19's growth and cohesive and coordinated implementation of the programme of work in the region, and providing qualitative management to ARTICLE 19's staff and consultants.

The Head will manage the ECA Programme team and provide input into organisational governance as well as contribute to strategic planning, wider policy discussions and campaigns. This will include contributing to the global integration of ARTICLE 19.

## **KEY RESPONSIBILITIES**

### **Strategy Development**

- Lead the identification of new areas for ARTICLE 19's growth and impact in the region
- Monitor human rights, particularly freedom of expression and information trends in Europe and Central Asia and keep abreast of civil, political, economic, social and cultural developments in the region, to identify opportunities for ARTICLE 19
- Monitor and evaluate the work and impact of ARTICLE 19 in Europe and Central Asia, using performance indicators and other outcome measures
- Develop new project proposals within global, regional and country strategies
- Together with the relevant teams, develop strategic/operational plans and budgets for approval by senior management and the Board.

### **Programme Management**

- Ensure quality, cohesive and coordinated identification and implementation of the programme of work in the region, providing qualitative management to ARTICLE 19 staff
- Develop and maintain collaboration and regular contact with ARTICLE 19 partners in the region, including national NGOs and CSOs, media, activists, and government officials, and identify collaborative means of developing strategies and programmes to advance freedom of expression and information in the region
- Provide expert advice to the organisation on freedom of expression and information issues across Europe and Central Asia
- Lead in the development of operational budgets for the team, and report and take action on variances
- Lead in the development of operational plans for the team and take action to ensure implementation where necessary

### **Staff Management**

- Line manage team members including through review of work plans and objectives, providing guidance and support as necessary, and assessment of work through regular appraisal
- Build a strong and effective team including ensuring implementation of individual development needs
- Organise the work of the team in an efficient, effective and coordinated fashion to ensure delivery of agreed outputs within budget
- Lead and support as appropriate the recruitment of staff and consultants

### **Fundraising**

- Lead the identification of sustainable funding for the programme
- Develop knowledge of fundraising opportunities in the region and identify sources of funding for new projects proposals, in cooperation with the Fundraising Officer
- Lead in the development of fundraising proposals for new projects in line with ARTICLE 19's regional strategy
- Maintain contact with donors and produce narrative and financial reports as required

## **Communication**

- Contribute and lead in the identification and delivery of the ARTICLE 19's global and regional external communication strategy in the region
- Represent the organization in the region, including at external meetings and as a regional spokesperson for ARTICLE 19 in the region
- Engage when relevant on social media, actively communicating externally through twitter and other social media
- Produce reports, articles and other pieces covering Europe and Central Asia for ARTICLE 19 publications and website, and ensure the quality of those produced by members of the programme
- Develop and maintain ARTICLE 19 national, regional and international media contacts across the region, and disseminate and publicise ARTICLE 19 work, outputs and impact
- Respond to inquiries and provide information on the Europe and Central Asia Programme as required

## **Global Responsibilities**

- Contribute to ARTICLE 19 global strategies, policy discussions and campaigns
- Facilitate cross-learning and collaboration with other regional/thematic programmes of ARTICLE 19, and contribute to general ARTICLE 19 campaigns
- Contribute to and influence overall ARTICLE 19 policies as well as strategies and programme development processes

## **Other**

- To undertake other duties commensurate with the role as may reasonably be assigned by the Director of Programmes
- Ensure maintenance and development of ECA Programme files, and contribute to the development of relevant information systems to improve institutional memory and learning
- Ensure timely and qualitative compliance with internal reporting as per the annual and quarterly reports and donors' reports, as well as monitoring and evaluation of ARTICLE 19's work

## **PERSON SPECIFICATION**

### **ESSENTIAL**

#### **Education and Knowledge**

- Educated to degree standard or equivalent
- Knowledge of human rights trends, particularly on freedom of expression and information, in the region
- Knowledge of international human rights law and awareness of mechanisms for the protection of human rights at international and regional level
- Knowledge of historical context and recent political, economic and social

developments in the region

### **Experience**

- Significant demonstrable experience of work in the field of human rights and specifically freedom of expression and information
- Significant demonstrable experience of project development and management, including coordination of varied activities and budget management
- Experience in driving team processes to identify and implement national and regional strategies
- Successful fundraising from institutional donors such as governments and large trusts, as well as establishing and maintaining relations with donors
- Experience of advocacy at national and international level
- Experience in external communications to a broad of audiences, particularly in dealing with national and regional media
- Substantive drafting of written materials including writing and/or editing materials for publication
- Involvement in strategy and policy development, taking a lead at regional level
- Leading and involvement in strategy and policy development
- Team building and line management of staff
- Experience in proposing changes in the staff structure and organisational processes to allow for a more efficient implementation of the work strategies

### **Skills and abilities**

- Ability to play a leadership role within the organisation and commitment to the professional development of staff
- Ability to manage staff, including distance management, appraise and motivate them to higher performance
- Excellent interpersonal skills
- Written and spoken fluency in English
- Ability to work effectively, often under pressure, to tight and demanding deadlines
- Good writing skills, including the ability to write materials suitable for a variety of audiences

### **Other**

- Must have the right to work in the UK
- Ability to work in a multi-cultural work environment and commitment to equal opportunities and non-discrimination
- Willingness and availability for regular, and sometimes extended, overseas travel

### **DESIRABLE**

- Knowledge and spoken fluency in Russian highly desirable
- Experience of living and working in the region is highly desirable