

## Job Description

<b>Organisation</b>	The Sri Lanka Campaign for Peace and Justice
<b>Position</b>	Deputy Campaign Director
<b>Salary</b>	£20,000 pro rata (0.6 FTE). i.e. £12,000 per annum for 3 days per week, plus pension
<b>Contract</b>	One year, with possibility of extension depending on successful fundraising
<b>Leave</b>	25 days paid annual leave pro rata
<b>Hours</b>	Part-time (3 days/21 hours per week) with scope for flexible working arrangements
<b>Location</b>	Central London (Embankment), with occasional national and international travel (including to Sri Lanka)
<b>Reports to</b>	Director

The Sri Lanka Campaign for Peace and Justice is a multi-ethnic non-partisan organisation that aims to bring about a just and lasting peace in Sri Lanka based upon accountability and respect for human rights. We are a small but effective operation, currently employing just one full-time member of staff and drawing on the energy and talents of our network of volunteers. We are seeking an exceptional candidate to fill the role of Deputy Campaign Director.

### Main Responsibilities

The Deputy Campaign Director's role will be to support the Director across all aspects of the organisation's work, including communications, research, advocacy, fundraising, and volunteer management.

The ideal candidate will possess a good understanding of the human rights situation in Sri Lanka, the circumstances surrounding the civil war and its aftermath, and recent political dynamics in the country.

A strong administrative skill set is a must. But even more importantly, candidates should be passionate about the aims of the Campaign and possess the ability to communicate ideas in a persuasive and effective manner. The right candidate will be someone who is not just able to follow instructions, but who is also willing to take the initiative and develop their own ideas and projects in partnership with the Director.

Candidates will ideally have demonstrable experience of working on human rights issues in an ethnically or politically divided context, and of engaging with a broad range of stakeholders in a sensitive, thoughtful and respectful way. Demonstrable experience of running campaigns, conducting substantive human rights research, or undertaking community or grant fundraising, will be regarded as a significant plus - as will evidence of 'hands-on' skills, for example, in graphic or web design.

### Key Tasks

- To keep abreast of the political and human rights situation in Sri Lanka
- To oversee the development and maintenance of the Sri Lanka Campaign's blog and social media channels (including by commissioning, editing and writing articles)
- To assist the Director in designing and delivering public campaigns, human rights research projects, and face-to-face advocacy work
- To engage with our network of volunteers and supporters; instilling enthusiasm, and harnessing their energy and talents towards the fulfilment of our organisational objectives
- To maintain our supporter and contact databases

- To assist, where required, with the financial administration of the organisation, including managing budgets and payroll
- To develop the organisation's fundraising strategy, including running fundraising appeals and drafting grant funding applications

### **Person Specification**

#### Essential

- Self-starter with strong project management skills, and the ability to prioritise and work to agreed deadlines, often with limited supervision
- Exceptional written communications skills
- High level of accuracy and attention to detail
- An approach to organising which is inclusive and collaborative, and a proven ability to build relationships with a variety of different people
- A demonstrable passion for human rights, and a commitment to a pluralist non-partisan approach to their advancement in the Sri Lankan context

#### Desirable

- A strong understanding of the human rights situation in Sri Lanka (NB: detailed knowledge of the politics and history of the country is not a requirement. But a willingness to get up to speed quickly is essential)
- A relevant academic qualification (for example, in law, human rights or peacebuilding)
- Experience of human rights campaigning, research, or face-to-face advocacy work
- Experience of working within a small non-profit organisation
- Experience of writing blog pieces, articles or supporter emails
- Experience of using social media in a professional capacity
- An understanding of the workings of the UN human rights system, and especially the Human Rights Council
- Experience of working with volunteers
- Skills in graphic design, web editing and design (Wordpress), or SEO
- The ability to start work in September 2019

### **How to Apply**

To apply, please email a copy of your CV (2 pages max, including details of two references), along with a cover letter (500 words max) explaining why you are a good fit for the role, to Richard Gowing at [info@srilankacampaign.org](mailto:info@srilankacampaign.org). Please mark the subject line as follows: *[Your Name] - Deputy Campaign Director Application*

**The deadline for applications is 11.30pm Tuesday 30 July 2019 (BST).** Interviews are planned to be held in central London in mid-August and will involve a short written assessment and administrative test. Due to our limited organisational capacity, we regret that only those applicants who are shortlisted for interview will be contacted and offered feedback.

As an equal opportunities employer, we welcome applications from all suitably qualified persons regardless of their race, ethnicity, disability, religious belief, sexual orientation, gender identity, or age. Applicants must have the right to work in the UK.

For any questions about the role or the application process, please feel free to contact us at the email listed above.