

Job description: Programmes Officer (Advocacy)

Job title: Programmes Officer (Advocacy)

Location: London, United Kingdom

Duration: Permanent, Full time

Start date: As soon as possible

We are a small, dedicated team that is passionate about what it is doing and works hard to ensure our organisation punches above its weight. We are looking for an enthusiastic, positive and hard-working Programmes Officer to join our team. Working within the Advocacy and Outreach Programme, this is a great opportunity for an entry-level position where you will learn a lot and grow your experience.

Overview:

Lawyers for Justice in Libya (LFJL) is a Libyan and international independent nongovernmental organisation, committed to achieving justice and respect for human rights in Libya. Our vision is of a Libya which embodies the values and principles of human rights and the rule of law and is a society committed to justice. We seek justice in Libya through advocacy and outreach, accountability, transitional justice initiatives and capacity building, underpinned by our own independent research.

We are looking for a strategic thinker who is passionate, driven and ready to learn and gain experience in the field of human rights, to join our close-knit team as a **Programmes Officer (Advocacy)**. This position is at the heart of our work in the advocacy team, working together with the other programmes to ensure that human rights concerns and accountability in Libya are prioritised at domestic, regional and international level including at the level of the United Nations Human Rights Council, the International Criminal Court and in key capitals, all in an effort to ensure sustainable peace and the restoration of the rule of law in Libya. This role will help support our advocacy through research, drafting briefs, drafting statements around key areas of concern, as well as working to strengthen the representation of Libyan civil society and coordinating with partners to support and gain access to regional and international forums.

The Programmes Officer (Advocacy) will help develop and support the implementation of LFJL's advocacy strategies that build on our organisational strategic priorities.

This role will report directly to the Head of Advocacy and Outreach.

Responsibilities include, but are not limited to:

- Research and monitor the human rights situation in Libya by collecting and analysing information from a wide variety of sources, including open-source information.
- Research, and help draft and circulate high level briefings, reports, letters, press releases and other documents as the needed.
- Conduct time-sensitive research to assist the Advocacy team with briefings for meetings and events with international bodies and other key stakeholders, including state officials.

- Assist the team with the development and implementation of programme activities and strategies, including liaising with local partner organisations and other stakeholders.
- Support the planning and organisation of, and participate in, events and workshops, such as by assisting with logistics and compiling relevant materials.
- Develop materials for, and assist with, side events, capacity-building workshops, advocacy campaigns and other related activities.
- Assist the Advocacy team to develop new projects when the opportunity arises.
- Assist Heads of Programmes with programme budgeting and reporting to donors.
- Identify opportunities to disseminate key messages and coordinate closely with the Communications team.
- Research and identify funding opportunities while further draft fundraising proposals for potential new programme activities.
- Where applicable, assist with translation.
- Carry out any other duties as required.

Qualifications and skills:

Education and experience

- Advanced university degree (master's degree or equivalent) in Law, International Relations, Politics or a related subject is required.
- Demonstrable interest in international human rights, humanitarian or criminal law is required.

Skills and knowledge

- Knowledge of international human rights and familiarity with the workings of regional and international human rights mechanisms, including the United Nations and African Union human rights systems. Knowledge of the women, peace and security legal framework is an advantage.
- Excellent research, analytical and drafting abilities. Ability to conduct legal research and analysis is preferred.
- Ability to produce high-quality written material under tight deadlines is required.
- Understanding of the Libyan context and of human rights issues in Libya at the domestic, regional and international levels is an asset.
- Strong communication and interpersonal skills to work collaboratively with partners and colleagues are essential.
- Proven ability to multi-task and meet deadlines effectively, including excellent planning and organisational skills and the ability to work under pressure.

- Experience coordinating and providing logistical support to events and workshops.
- Flexible, patient and adaptive to changing circumstances and requirements.
- Takes initiative, meets commitments, and accepts responsibility for actions and for work.

Languages

- Excellent oral and written communication skills in English are required.
- Fluency in **Arabic (both oral and written) is highly desirable** and a distinct advantage.

Remuneration:

£27,500 - £30,000 p.a.

How to apply:

Please email a copy of your CV and a brief cover letter stating why you are suitable for this position to jobs@libyanjustice.org by **23:59 (BST) on 15 July 2023**. Please also include the names and contact details of two referees who can speak to your experience in a similar role.

You are encouraged to apply early as we will review applications and conduct first round interviews on a rolling basis.

Due to the high number of applications, we will only get back to the applicants shortlisted for an interview. Please do not call to follow up on your application.

Eligibility Requirement: You will need to have a right to work in the UK before the commencement of the role and may be asked for the relevant documents when you are invited to interview or when a formal offer is made.