

**Coordinator**  
**Part time, 4-month post**  
**(with a potential to extend)**



**Do you want to help change the face of human rights?**

We are looking for an enthusiastic coordinator to help us take the UK's most exciting digital project forward to the next level.

RightsInfo ([www.rightsinfo.org](http://www.rightsinfo.org)) is an award-winning digital project and registered charity which brings human rights to life. We produce beautifully presented, engaging human rights news, views and information on the Web and social media. We have a fantastic team including our founder and Director Adam Wagner, 22 volunteer writers and Trustee Board. We won the prestigious Plain English Communicator Award in 2015 and were recognised in two categories (Education and Most Innovative) at the UK Blog Awards 2016.

**Job description**

Tasks will include:

- Administration, including budget management, creation of policies, HR procedures, organising payroll and accounting, contract management
- Coordinating and minuting meetings
- Coordinating activities of RightsInfo's Trustee Board
- Preparing funding applications
- Coordinating project volunteers
- Researching and writing human rights content
- Managing RightsInfo's social media accounts

**Person specification**

Essential:

- University degree or equivalent qualification
- Excellent written and spoken English
- Excellent IT skills
- Excellent communication skills, including on social media
- Ability to work unsupervised
- Permission to live and work in the UK

Desirable:

- Understanding of and passion for human rights, particularly in the UK
- Background knowledge of debates, media and public discourse regarding the future of human rights in the UK
- Professional/volunteer experience in the human rights field
- Experience of working in a charity and/or familiarity with funding reporting requirements and administration
- Experience of website development or blog management
- Skills in journalism or similar, with an understanding of media in the UK
- Experience in visual arts

### **Terms and conditions**

- Working hours: 3 days per week (which may be scheduled to suit other work arrangements)
- Salary: £1,354 per month (£26,000 pro rata)
- Holidays: 25 days per annum pro rata (for PAYE staff)
- Start date: as soon as possible in September 2016
- Length of initial contract: to end December 2016
- Location: work may be done remotely while we are setting up a new office (location TBC but will be in London)
- Line managed by RightsInfo Director

### **Application instructions**

The closing date for applications is **Friday 9 September 2016 at 17:00pm BST**.

Please apply by email with the following attachments (all typed):

- Your CV (maximum 2 sides of A4)
- A covering letter of no more than one side of A4 (12pts, single spacing, normal margins) explaining why you are suitable for the position

Please send the above to [joinus@rightsinfo.org](mailto:joinus@rightsinfo.org). Please use the following subject line: "RightsInfo - Coordinator [Last name, First name]". The filename of your CV should be "LastnameFirstname\_CV", and that of your cover letter should be "LastnameFirstname\_Cover".

Please note that due to the large number of applications we receive we will only be able to contact short-listed candidates, who will be notified by the end of the working day on Friday 16 September 2016. Interviews will be held shortly thereafter.