

Job description: Casework and Campaigns Manager

The postholder will be known internally as the 'Humanists at Risk Coordinator'

Reports to: Chief Executive

Salary: £34,000-£38,000, dependent on experience.

Location: We will strongly prefer candidates who can be based in our East London HQ

Contract: Permanent with 6 months' probation

Completed application forms should be submitted to office@humanists.international by 10am on Monday 3rd February 2020. Successful shortlisted candidates will be notified by Tuesday 4th February 2020. Interviews are currently scheduled to take place in our East London HQ on Tuesday 11th February 2020.

Humanists International wishes to greatly improve the support and services it can provide to those people around the world who are persecuted because of their humanist beliefs. The postholder will be responsible for managing a caseload of around 10-20 individuals who are at risk of persecution, and will aim to support them with advice and guidance, or to signpost people to other services and organisations. The postholder will be required to communicate with people around the world who may be in a state of crisis, as such it will require someone who is able to remain calm and unflappable.

In addition to this, the postholder will also be responsible for managing two of our campaigns: The Freedom of Thought Report (<https://fot.humanists.international/>), and End Blasphemy Laws (<https://end-blasphemy-laws.org/>).

The successful applicant will join a small, dedicated and hardworking team based mainly in London. As this is a new position it will require someone who is creative and can work on their own initiative.

- Triage and monitoring incoming referrals (response within 48hrs)
- Providing general support, advice, guidance and signposting
- Liaising with staff in other Humanist organisations who are supporting humanists at risk
- Making fortnightly briefings to other staff
- Providing reports, stats and other updates to the CEO and Board
- Collecting testimony for the Humanists at Risk campaign, and Freedom of Thought Report
- Editing and managing the Freedom of Thought Report
- Editing and managing the End Blasphemy Laws Report

- Attending conferences, seminars and other events to raise awareness of Humanists at Risk
- Another other reasonable duties as requested

Person specification:

Essential:

- Masters degree in International Law, International Relations, Human Rights, or another related field. Or a Bachelor's degree with 3 or more years experience.
- Excellent understanding of international law, particularly in the area of human rights and refugee and asylum.
- Excellent writing skills and an excellent command of English. Other languages (especially French, Spanish or Arabic) would be an asset.
- Experience of dealing with casework, ideally in a related field (human rights, equality, asylum)
- A good knowledge of other international NGOs and their role and scope.
- Ability to synthesise complex information and communicate it effectively to specialist and non-specialist audiences.
- Excellent analytical skills.

Desired:

- Experience or knowledge of humanism, and the role of humanist organisations.
- Excellent understanding of, and sympathy with, the philosophy and policies of Humanists International.
- Good research, analytical and drafting skills.
- Well-organised, efficient and able to work independently.
- A clear and convincing communicator.

Humanists International: The organisation and its advocacy work

Humanists International is the global representative body of the humanist movement, uniting a diversity of non-religious organisations and individuals. Founded in Amsterdam in 1952, our vision is a world in which human rights are respected and everyone is able to live a life of dignity. We work to build and represent the global Humanist movement that defends human rights and promotes Humanist values worldwide.

Headquartered in London, United Kingdom, Humanists International is an international non-governmental organisation (NGO) with representation on various United Nations committees and other international bodies. We seek to influence international policy through representation and information, to build the humanist network, and let the world know about the worldview of Humanism.