

Job Description: Human Rights Education Coordinator

Job location: London, United Kingdom or Remote +/- 3 hours GMT

Start date: As soon as possible

Duration: Permanent, full-time

Salary: Dependent on experience

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 hardworking Capacity Building Coordinator to join our team. Working at the heart of our capacity building team, this is a great opportunity for someone passionate about making human rights education accessible and innovative.

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. We do this through research and capacity building, advocacy and outreach, and strategic accountability and transitional justice initiatives.

We are looking for an enthusiastic, driven and strategic thinking Capacity Building Coordinator to join our close-knit team and be at the heart of our capacity building work. The Capacity Building Coordinator will oversee the delivery of all our capacity building outputs, for both our e-learning platform, Adala Academy, and our in-person workshops. This includes liaising with experts, overseeing the preparation of materials, and leading on the coordination, technical and administrative tasks related for workshops and other capacity building projects, such as our mentoring programme.

You will also help to develop and implement LFJL's capacity building strategy that builds LFJL's strategic priorities.

Background: The role is within our Research and Capacity Building programme which seeks to train human rights lawyers, human rights activists, journalists and human rights defenders on ethical research, advocacy and campaigning, and litigation at the national, regional and international level. The ultimate goal of the programme is to strengthen the skills and knowledge of the Libyan human rights defenders and civil society to defend the human rights cause and uphold survivors' and victims' rights.

You will also work collaboratively with our Law, and Advocacy and Outreach programmes.

Responsibilities (include, but are not limited to):

- Oversee delivery of capacity building outputs, for both our Adala Academy and in-person workshops.
- Liaise with experts delivering training sessions and lectures through our Adala Academy or via in-person workshops.
- Develop schedules and liaise with online platform providers, film crews, and experts for online video recording.

- Attend video recording sessions and review recorded videos to ensure that videos are produced in accordance with the agreed format.
- Maintain open and professional relations with stakeholders and act as focal point for trainees answering any queries they may have and/or direct them to the right personal within the organisation.
- Effectively manage all budget items related to capacity building outputs, to ensure spending is timely and consist with donor requirements.
- Prepare activity reports on capacity building outputs and events.
- Conduct a regular capacity building needs assessment of the stakeholders and communicate findings to the Head of the Research and Capacity Building Programme, and based on findings from the capacity needs assessment, develop a capacity building strategic plan and support fundraising for future capacity building initiatives.
- Work closely with all Heads of Programmes to develop and review appropriate training materials and guidance.
- Maintain clear records and data on all workshops and capacity building sessions.
- With the support of the Operations and Events Manager, help coordinate the logistics for capacity building initiatives, including in coordinating with trainees their attendance and travel to in-person workshops.

This position may require some travel.

Qualification and skills:

Education and experience

- Undergraduate degree in a relevant subject, such as law or education, with a proven record of coordinating and organising courses, capacity building workshop or events.
- At least two years' experience in human rights work, using online technology, and an understanding of and commitment to working on human rights trainings.

Skills and knowledge

- Ability to take initiative to establish new networks, contacts and coalitions to help further our capacity building work on Libya.
- Strong interpersonal skills to work collaboratively with partners and colleagues are essential.
- Proven ability to establish and meet deadlines effectively and remain organised with multiple tasks.
- Multitasking, flexibility and ability to deal with challenging situations with empathy.

Languages

- Excellent oral and written communication skills in **English and Arabic are required**.

Remuneration:

Pay will be determined subject to the experience and qualifications of the applicant.

How to apply:

Please email a copy of your CV and a brief cover letter to jobs@libyanjustice.org, with the title of the vacancy in the subject line. 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.