

JOB DESCRIPTION

Title: Digital Programmes Coordinator/ Part-time/1.5 days per week

Reports to: Managing Director, Minority Rights Group Europe

Salary: Grade C, 235,910 HUF per month (approx 737 Euro)

Deadline: 11th June 2018

Location: Budapest - Hungary, the position will be based in the office of MRGs Europe Office, but may require occasional travel to project countries (Bulgaria, Croatia, Czechia and Slovakia) as well as occasional travel to Brussels and the MRG international office in London. Travel is expected to take up to 2-3 weeks a year.

The post will be part time (12 hours) a week. The position is currently funded until end of June 2020 (the duration of the currently funded programme on which the post holder will be working), including the possibility for extension depending on future programmes and fundraising possibilities. This is a new post and will be leading on a new area of work for MRG; there will therefore be the possibility to develop further projects and the possibility to increase the number of days/hours available for the post.

A: Purpose of the job

The purpose of the job is to help Minority Rights Group (MRG) achieve its aims and objectives through the implementation of its new *Freedom From Hate* programme, aimed at building the capacity of civil society organizations in Bulgaria, Croatia, Czechia, Hungary and Slovakia, to develop effective counter strategies to the increasing prevalence of anti-Roma cyber hate and online anti-gypsyism. The programme implementation will include the organization of regional trainings, national and regional social media campaigns, research and publications. The programme will be implemented in collaboration with 5 partners: Center for Interethnic Dialogue and Tolerance "Amalipe" (Bulgaria), Forum for Human Rights (Czech Republic), Human Rights Institute (Slovakia), Roma National Center (Croatia), Romedia Foundation (Hungary) and Minority Rights Group International (UK).

The post holder will be required to undertake substantive project management, coordinating the implementation of the project across the 5 countries and at European level, with partners and participating organisations, including oversight of project planning and donor reporting. The post will involve a significant element of coordination of MRG team and partners, in particular and MRG campaign team comprising the Media Officer, Production Coordinator and Digital Communications Officer, who together will be responsible for delivering project campaigns. The delivery of activities will mainly be responsibility of project partners and the MRG team; therefore there is a strong emphasis on coordination in this role. The work will also entail developing effective campaign strategies and policy positions at European level, primarily in relation to social media actors. The post holder will be expected to oversee and coordinate a thematic publication. The post holder will also need to take into account and be able to plan for the often sensitive nature the issue of minority rights, takes in the region. As a

new area of work for MRG (combating online hate speech), the post-holder will be expected to provide input and support development (project design and fundraising) of new programmes in this area for MRG.

B: Main duties and responsibilities

1. Staff

Potentially responsible for interns and volunteers working on relevant issues, and for trainers, consultants and authors contributing to the *Freedom From Hate* programme.

2. Planning

- Plans implementation and coordination of MRGs *Freedom From Hate* Programme programme in cooperation with partners and within the objectives set by the Managing Director.
- Contributes to the development of new programmes and writing funding proposals on digital programmes for minority rights, within the Europe and Central Asia region and occasional support for colleagues in other regions

3. Programme Activity

1. Responsible for delivery of funded work within MRG's *Freedom From Hate* programme including: Design and running of training programmes (live and online) and study seminars in cooperation with partners and trainers

- Coordination and implementation of 1 capacity building training for partners, on developing effective online counter speech strategies.
- Oversight and coordination of MRGs social media campaign (primarily production of you tube and viral video) and program webpage. This will include coordination of MRG campaign team, including Media Officer (Europe and Central Asia), Production Coordinator and Digital Communications Officer, who will be responsible for producing campaign materials.
- Coordination of 2 publications i) report on online anti-gypsyism in Europe ii) activists toolkit, for online campaigning against cyber hate and anti-gypsyism
- Coordination of 1 regional roundtable for CSOs and IT companies, to review the project results.
- Coordination of 1 regional Trainer of Trainers, event, to enable partners to disseminate new methodologies developed in the project through wider networks of CSOs
- sourcing new opportunities for funding (project co-funding)
- Supporting partners and programme participants if they are threatened as a result of their cooperation with the programme. Through developing security and human rights defenders strategies with partners.

2. Develops and maintains good working relationships with partners to meet programme objectives.

3. Builds and maintains networks with international and local NGOs and other stakeholders working in fields relevant to minorities/indigenous peoples in the region.

4. Monitors the delivery of all activities under the *Freedom From Hate* program, ensuring it is on schedule, of good quality and content as described in funding applications, and within budget.

5. Evaluates the outcomes and impacts of programmes.

6. Liaises with programme donors, involves and nurtures them, drafts narrative reports and reports on any changes to the programme and the regional and in-country networks.

4. Other

1. Ensuring financial reports from partners are received on time

2. Undertaking a leading role in fundraising and development of future programmes within the region in

the field of combating and monitoring cyber hate.

- maintaining positive relations and dialogue with donors and partners
- To be available as a resource person to colleague across MRGs programmes (Africa, Asia and Middle East), to provide advice and input on developing strategies and activities to combat cyber hate.

5. Provides advice to and liaises with

1. All MRG staff on all issues relating to the programmes countries
2. Minorities, affiliates and partners.
3. Donors and funding agencies

6. General

Undertakes such other tasks as may reasonably be requested by the Managing Director from time to time. Attends staff and departmental meetings. Contributes to the evaluation of MRG activities and publications. Covers for absent staff on related work as necessary.

7. Confidential information

Responsible for maintaining confidentiality as the job holder will be entitled to a very high level of access to confidential information pertaining to MRG's strategies, detailed financial information, and also access to sensitive external information which may impact on MRG's activities.

8. Degree of supervision

The job holder will be expected to report to the Managing Director any variation from agreed plans and schedules, and to report regularly on the programme and projects' progress.

9. Working conditions

Budapest - Hungary, the position will be based in the office of MRGs Europe Office, but may require occasional travel to project countries (Bulgaria, Croatia, Czechia and Slovakia) as well as occasional travel to Brussels and the MRG international office in London. Travel is expected to take up to 2-3 weeks a year. The post holder is required to maintain the pace of work which may at times be high, and will need to manage several tasks simultaneously

Although the primary purpose of this post is to coordinate and implement currently funded *Freedom from Hate* Programme, the post holder may be required to work partly or wholly on other areas of MRG's work. This is to allow MRG to move staff away from work which is unfunded or underfunded or is no longer a priority for the organization, to work on areas which have more funding, are growing or which are understaffed. This will normally involve the post holder in carrying out tasks similar or identical to those listed in this job description but applied to different programmes or projects.

PERSON SPECIFICATION

Digital Programmes Coordinator

A. Education and Knowledge

Essential

- Good working knowledge of international human rights and minority and indigenous peoples rights
- Good working knowledge of the context in Central Eastern Europe, on issues of racism, xenophobia and intolerance
- Good working knowledge of debate around issues of Cyberhate and Hate Speech, in Europe.

Desirable

- Good working knowledge of international and regional standards, governing hate speech and in particular cyber hate and cyber crimes.
- Good working knowledge of strategic approaches to monitoring Cyber hate and developing effective online counter-speech strategies, through social media. Including knowledge and awareness of existing regional civil society networks and programs.
- Good working knowledge of issues of discrimination, racism and xenophobia 'anti-gypsy's' affecting Roma in Europe.

B. Experience

Essential

- At least 2 years experience of working on minority or indigenous peoples issues, or with minority or indigenous communities
- At least 2 year's experience each of at least three out of the following six programme areas:
 - Designing and running training programmes (live and online)
 - Coordination of publications and reports for advocacy and capacity building purposes
 - Coordinating and developing civil society campaigns
 - Capacity building of partner organizations
 - Developing and implementing strategies to combat hate speech, racism, xenophobia and other forms of intolerance
 - Coordinating and undertaking advocacy and lobbying with EU agencies.
- At least 1 year's experience successfully coordinating multi-country projects including drawing up workplans, monitoring, scheduling and evaluation.

- 2 year's experience of programme design/fundraising

Desirable

- Experience in liaising with regional and national human rights organizations
- Experience in the design and management of digital campaigns and programmes
- Direct experience in working on issues related cyber hate and online hate speech

- Experience working on civil society campaigns in program target countries, or within the Central Eastern Europe region

C. Abilities and Skills

Essential

- Excellent project management skills, including experience of project cycle management
- The Ability to coordinate work between partners in different countries, ensuring that partners receive appropriate resources and are able to meet programme deadlines

- The ability to draft reports to donors within guidelines
- Interpersonal skills, the ability to maintain good working relations with partners
- Good communication skills including good written and spoken English.
- Computer literate and knowledge of Word for Windows, spreadsheets, databases, the Internet and email packages.
- Good writing and numeracy skills.
- Ability to prioritise work, meet deadlines.
- Ability to work as a team but also use own initiative
- Ability to stay calm under pressure and to assess and absorb information quickly.
- Ability to maintain confidentiality.
- Ability to gain the confidence of members of minority communities and diplomats.
- Ability and willingness to travel as required.

Desirable

- A working knowledge of a regional language

D. Personality

Essential

- Commitment to the aims and objectives of MRG
- Commitment to gender equity
- Enthusiastic about working in a multicultural environment and committed to equal opportunities.

You should have or be able to obtain permission to live and work in Hungary.