



## MINORITY RIGHTS GROUP EUROPE

### JOB DESCRIPTION

**Title: FAIR Project Officer/ Part-Time @ 2 days a week (16 hours)**

**Reports to:** Managing Director, Minority Rights Group Europe

**Salary:** Grade D, 222 009 HUF/month (2 days per week)

**Deadline: 15<sup>th</sup> October, 2018, 12noon**

**Please send your completed application form to [Anna.Szentes@mrgmail.org](mailto:Anna.Szentes@mrgmail.org)**

**Location:** Budapest - Hungary, but is expected to include travel within the Europe region. Travel is expected to take up to 1-2 weeks a year.

### A: Purpose of the job

The purpose of this new role is to help 'Minority Rights Group Europe' (MRGE) achieve its aims and objectives by supporting implementation of a new EU funded programme 'FAIR'. The FAIR programme is lead by VICESSE (Vienna Centre for Societal Security), in Austria and will develop and test a new mobile app, which will strengthen the right to a fair trial in project countries (Austria, Bulgaria, Greece and Hungary). The FAIR app, will provide information on 6 EU directives, relating to procedural rights, in formats which are accessible and available in minority languages. The app and supporting handbook, will be made available to practioners (lawyers, legal and police authorities, interpreters and NGOs) as well as individuals involved in trail proceedings. The project is implemented through a consortium of partners in 4 countries,.

The role of MRGE in this project is to support development of the app, through research and testing with practioners in Hungary and to coordinate the Europewide dissemination strategy for the project as a whole. The post holder will facilitate both MRGEs role as national partner for Hungary and as the lead partner in the overall communication and dissemination of the projects outputs. The position is suited to a candidate with a strong communications background and project coordination skills, legal background and knowledge would be of added value.

The position will be based in MRGs Europe & Central Asia Office in Budapest, Hungary and will be offered on the initial basis of a 12 month contract, with the possibility of extension, depending on funding.

### 1. Main duties and responsibilities

#### 1. Expertise

- 1) Ogranisation of events and meetings for partner organizations and stakeholders. This includes facilitating a Kick Off meeting for project partners in Budapest and organisation of information

meetings for stakeholders (lawyers, police authorities, interpreters and NGOs) in Hungary

- 2) Recruitment and oversight of a Legal Researcher, who will be responsible for data collection in Hungary, to support development of the FAIR app.
- 3) Pilot testing of the FAIR app, through facilitating assessment of its interface, functionalities and performance by key stakeholders within Hungary
- 4) Development of the Projects communication and visibility strategy, including promotion of project activities, development of dissemination channels, and establishing key media relationships.
- 5) Development and implementation of the projects digital campaign (including social media). Setting up the project social media profiles and persona, including Facebook, LinkedIn and Twitter accounts

## **2. Provides advice to, and liaises with:**

- 1) Managing Director of Minority Rights Group Europe
- 2) MRGs Programme Coordinators and Fundraising team, on future project design and donor reporting
- 3) External suppliers for most above activities.
- 4) MRG interns who are supporting the Europe programmes team or who report directly to this post

## **3. General**

- Undertake such other tasks as may reasonably be requested by the Managing Director from time to time.
- Contribute to the evaluation of MRG programmes and media campaigns.
- Cover for absent staff on related work from time to time.
- Respect and work towards full implementation of MRG's Gender and Equal Opportunities and Diversity Policies in all the work involved in this post.
- Although the primary purpose of this post is as described above, 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 organisation, 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.

## **4. 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.

## **6. Person Specification: FAIR project officer**

### **Essential Experience**

- At least 1 years in developing and coordinating media campaigns, preferably for Civil Society Organizations.
- Experience and proven track record in using social media to increase engagement for key and specific target audiences.

- At least 1 years experience in organizing events and seminars, for senior professionals in Hungary
- At least 2 years experience working in fields relating relating to human rights in Hungary, in particular minority rights and issues relating to migration
- Excellent interpersonal skills, ability to network and nurture contacts.
- Fluent written and spoken English.

### **Desirable Experience**

- 1 years experience working in legal research, or an equivalent legal degree
- 1 years experience and proven track record in working with minority or migrant communities
- Experience in working on digital media campaigns related to cyber hate, including knowledge of strategies and tools for monitoring and recording instances of hate speech online
- 1 year' experience in fundraising for civil society organisations and/or liaison with donors.

### **Personality**

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

### **Degree of supervision**

The job holder will be expected to work largely unsupervised within the broad directives of the Director of Policy and Communications and the objectives of the organisation.

### **Working conditions**

The job holder will be based at MRG's office in Budapest, Hungary. Occasionally the job holder will be required to travel to other locations to visit partners or consultants and to attend meetings. The job holder is required to maintain the pace of work, which is often high, working to strict time pressures with the responsibility for several jobs running simultaneously. You should have or be able to obtain permission to live and work in Hungary.

*MRG is committed to Equal Opportunities and values diversity.*