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Director, International Bar Association, Human Rights Institute

The International Bar Association, established in 1947, is the world's leading organisation of international legal practitioners, bar associations and law societies. The IBA influences the development of international law reform and shapes the future of the legal profession throughout the world. It has a membership of more than 80,000 individual lawyers and more than 190 bar associations and law societies spanning over 160 countries.

The IBA's Human Rights Institute (IBAHRI), an autonomous and financially independent entity, works with the global legal community to promote and protect human rights and the independence of the legal profession worldwide. The IBAHRI has established itself as one of the leading human rights organisations in the world.

Based in London, your role as Director will be to lead the Institute, providing strategic direction for the development of programmes and initiatives to further its objective to promote and protect the rule of law and human rights – as well as maintain the IBA's thematic areas of focus. The role will require the ability to foster key strategic alliances and relationships – liaising with the UN, international and regional legal organisations, relevant NGOs and other interested parties to develop and extend the work of the IBAHRI.

As well as being a qualified human rights lawyer, your previous experience will include leading on strategy of high level human rights projects and programmes including liaison with funders and donors; facilitating and influencing professional relationships with high profile stakeholders, government bodies and NGOs; human rights field experience, significant team leadership and management (including managing field based professionals); and engaging with the media..

For more information or to apply, please email recruitment@int-bar.org for the attention of Donna Canty, Human Resources Director.

The deadline for applications is 22nd July 2018.



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Job Title:	Director, IBA Human Rights Institute
Department:	IBA Human Rights Institute (IBAHRI)
Reports to:	Executive Director and Deputy Executive Director
Responsible for: (Job Titles only)	<ul style="list-style-type: none">• IBAHRI Programme Lawyers x 2• Senior IBAHRI Programme Lawyers x 2• Manager, IBAHRI Administration (managing x 2 Administrators)• IBAHRI Communications Co-ordinator• IBAHRI Grant Co-ordinator• IBAHRI Programme Co-ordinator

Overall Purpose:

To lead and develop the IBA's Human Rights Institute in line with the Association's strategic aims, objectives and guiding principles and those of the IBAHRI Council. The Director will develop programmes and initiatives to further the IBAHRI's objective of promoting and protecting the rule of law and human rights, and the ability of judges and lawyers to practice freely and independently.

Key Accountabilities:

- To take the lead and direct IBAHRI in the identification of appropriate programmes, projects and initiatives. This will include, but is not limited to, fact-finding missions; trial observations; training on human rights and international criminal law for lawyers, judges and prosecutors; IBAHRI thematic areas – currently equality/discrimination, poverty, the death penalty, and the UN programme. The Director will undertake individual projects as required.
- To foster key strategic alliances and relationships, representing the IBAHRI in the field: liaise with the UN, governments, international and regional legal organisations, relevant NGOs, media, donors and other interested parties to publicise the work of the IBAHRI and identify areas of concern for the Institute..
- To lead the IBAHRI's fundraising strategy for the development of relationships with donors to secure funding for projects, and to oversee reporting on grants.
- To initiate and manage advocacy work via appropriate mechanisms and via media channels in liaison with other relevant IGOs and NGOs.
- To lead on the content required for IBAHRI Workshops and Conferences, including sessions held during the IBA's Annual Conference.
- To act as an official spokesperson for the IBAHRI. This will involve media work, including providing interviews and articles to media outlets worldwide; promoting synergy between the IBAHRI's communications team and campaign strategy so as to maximise opportunities for membership communications, engagement, fundraising and growth.
- To steer strategies for the involvement of IBA members and other legal experts, including external consultants, in the delivery of IBAHRI programmes.
- To oversee and facilitate the effective implementation of safety and security measures during the programme management life cycle. This will include directing procedures and protocols for risk management particularly in areas of high risk, to ensure the ongoing safety and security of employees, consultants and other volunteers engaged with the IBAHRI, during travel and whilst operating in-country.
- To lead the strategy of the IBAHRI's branding, brand management, PR and communications, consulting with the Deputy Executive Director, with the goal of significantly building engagement with the IBAHRI. The Director will work closely with the IBAHRI's Communications Co-ordinator on appropriate press releases, reports, legal briefings and articles to promote the objectives of the IBAHRI and specific programmes.
- To manage the performance of the IBAHRI team in the delivery of its strategic and operational objectives, recruiting and developing the necessary skills, knowledge and experience to fulfil the IBAHRI's objectives.
- To liaise with IBA member organisations and IBAHRI liaison officers, IBA Country representatives and Deputy Secretaries General to publicise IBAHRI activities.
- To attend and participate in all key meetings including IBAHRI Council and Board meetings and, as required, relevant subcommittees and working groups as a member of the management team. The Director will provide advice to IBAHRI Officers, Council members and Committee Officers and co-ordinate their activities, liaise with trustees of the IBAHRI Trust, and act as Secretary to the Trust.



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- To report quarterly to the IBAHRI Officers, and to the IBA Officers and the Management Board prior to Board meetings.

In addition to the duties and responsibilities outlined above, the IBAHRI Director will be required to perform other duties assigned by the Executive Director from time to time.

Customer Service and Standards:

In carrying out the above, the job holder will at all times adhere to departmental and IBA requirements, procedures and policies (including safety and security) as stated in the relevant office documents/ manuals. At all times, the individual should operate in the interests of its customers (internal or external) and comply fully with data protection requirements.

Levels of Contact: IBA Executive Director; IBA Deputy Executive Director, IBAHRI Co-Chairs
(Type, with whom and frequency) and Counsel, IBAHRI Charitable Trust Trustees, IBA Heads of Department, IBA Executive Officers.

Limits of Authority: IBAHRI Budgets / Grant Management.
(Including financial)

Job Requirements

Education and Training

Essential:

- Human Rights law degree (or equivalent thereof)

Desirable:

- Legal qualification (not necessarily in the UK)
- Post graduate qualification in international human rights law and/ or international humanitarian law

Work Experience

Essential:

- Extensive experience in the field of human rights including extensive management experience (strategy / operational) and leading a team
- Experience of facilitating and influencing professional relationships with high profile stakeholders, government bodies, NGOs etc.
- Experience leading on strategy of high level human rights projects and programmes including liaison with funders and donors.
- Experience of providing advice at senior management team / board level.
- Experience of developing and delivering operational and strategic plans.
- Field experience in rule of law projects.
- Experience of constructing and managing significant income and expenditure budgets.
- Experience of managing change.
- Ability to build grants in line with strategic objectives and identify relevant funding streams.
- Significant experience of leading and managing professionals and support staff.
- Experience in dealing with senior legal professionals.
- Experience in working with individuals from a variety of cultures.
- Experience in project management tools and methodologies (including evaluation and financial management).
- Experience of dealing with the media.

Desirable:

- Experience in undertaking advocacy before regional or international human rights bodies.
- Understanding of the decision making dynamics within a membership organisation.
- Senior Management experience within a charity / NGO.

Technical/Professional Skills and Knowledge

Essential:

- Strong knowledge of rule of law /human rights issues.
- Strong interest in international legal work.
- Impeccable written and spoken English.

Desirable:

- Competence in the MS Office suite of programmes.
- Fluency in a second language preferred.



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Behavioural Skills

Essential:

- High level of self-motivation and pro-activity.
- Excellent communication skills, including in a multi-national environment and at a senior level.
- Strong diplomatic skills and sound political judgement.
- Strong analytical and writing skills, including the ability to write concisely under pressure.
- Ability to think creatively and generate project / programme ideas.
- Ability to be flexible and versatile.
- Understand the necessary importance and requirements for safety and security of all staff and other individuals representing the IBA.
- Ability to think strategically and commercially.
- Ability to persuade and influence people at all levels, inside and outside the organisation.
- Ability to plan and monitor and to ensure services and projects are delivered in line with agreed standards.

Professional and diplomatic at all times when engaging with high level officials (including government officials), sensitive to local norms and politics.

Desirable:

- Experience of working within high risk locations from time to time and ensuring risk management practices have been implemented.
- Ability to respond in crisis situations calmly and constructively.

Physical

Essential:

- Professionally presented at all times and able to behave in a way that is sensitive to local cultures and norms (during and outside working hours).

Desirable:

Special Circumstances

Essential:

- Ability to travel internationally regularly, including at weekends, and for periods of up to two weeks.
- Ability to work out of hours if required by different time zones and during overseas business trips.

Desirable: