

Person specification

Title: Programme Director

➤ Education and knowledge

Essential

- Educated to university level with a degree in political or social science, law, human rights or related fields
- Very good understanding of human rights and non-discrimination issues in the wider European region
- Good knowledge of the international human rights instruments and bodies
- Knowledge of Roma rights related issues in the European region

➤ Experience

Essential

- Minimum 6 years of proven track record in human rights and anti-discrimination advocacy at international level or alternatively 10 years of human rights and anti-discrimination advocacy experience at national level
- Work experience in the non-governmental sector of at least 8 years
This experience requires:
 - Monitoring and analysing human rights developments internationally
 - Proposing advocacy strategies
 - Coordinating research and human rights training activities
 - Carrying out media work
 - Editing research publications
 - Drafting and presenting submissions to intergovernmental bodies
 - Proposing and coordinating the development of project proposals to international donors
 - Development of budgets related to programme activities
 - Networking with diverse stakeholders
 - Representing an organisation at an international level
- Experience in working with intergovernmental structures in the human rights sector
- Track record of leading a team of at least 8 persons
- 4 years of work experience in a senior position

Desirable

- Work experience in the field of Roma rights work internationally
- Work experience in the CEE region especially with NGOs
- Some experience in fundraising activities
- Experience in financial management
- Experience in serving as editor of research publication or periodicals
- Experience working in a multicultural team

➤ **Abilities and skills**

Essential

- Outstanding political and analytical skills
- Strategic mind
- Demonstrated leadership skills
- Demonstrated ability to transform analysis in concrete and result-oriented strategies of an NGO
- Good judgement and maturity
- Good comprehension of legal matters related to human rights
- Diplomatic behaviour towards outside partners
- Sound organisational and management skills
- Outstanding writing skills
- Ability to present complex matters in a comprehensive manner
- Strong ability to present arguments in a convincing manner
- Record of interpersonal and communication skills
- Outstanding ability to prioritise work, to meet deadlines and to work under constant pressure for him/herself and a team
- Ability to work with organisations operating in a diverse political and cultural context
- Ability to address a wide range of audiences
- Strong ability to work as a senior staff member
- Speak and write fluently in English
- Ability and willingness to travel from time to time as required

Desirable

- Proficiency in Romani language and/or other language of Central or South-eastern Europe

➤ **Personality**

Essential

- High level of commitment to work on Roma rights
- Inspirational personality with the ability to encourage a team
- Enthusiastic about working in an equal opportunities environment
- Readiness to work under pressure while maintaining a positive attitude
- Outstanding team player and supportive character

While actual recruitment to all ERRC jobs is strictly on merit, ERRC commits itself to an equal opportunities policy. The organisation strives to increase the number of persons of Roma origin in its staff and therefore specifically encourages candidates of Roma background to apply. In order to overcome existing disadvantages faced by Roma, candidates of Roma background will be offered special measures in taking up and during employment at ERRC.

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