EUROPE PROGRAMME MANAGER, BUILT ENVIRONMENT (MATERNITY COVER)

APPLICATION DEADLINE: 19 SEPTEMBER 2023, 9.00AM BST

Making respect for human rights part of everyday business
THE ROLE

- **Title:** Europe Programme Manager, Built Environment
- **Reporting to:** Head of Built Environment
- **Start date:** October 2023
- **Hours:** Full-time (37.5 hours per week), part time (30 hours per week) or job share (18.75 hours per week)
- **Location:** Remote/Home-based, in Europe. Candidates must have permission to work in the country of their location and easy access to travel across Europe.
- **Duration:** 6 months, with 6-week probationary period. Potential to extend, subject to funding.
- **Pay:** £47,000-57,000 per annum pro-rata depending on experience. This post will have a contract or consultancy agreement subject to UK law. Equivalent consulting rate offered to non-UK based applicants. PAYE contracts can be offered to UK-based applicants.

OVERVIEW

The Institute for Human Rights and Business (IHRB) is recruiting a Programme Manager to drive IHRB’s programme on human dignity in the built environment in Europe.

From specific buildings to wider urban areas, the programme strengthens collaboration, accountability, and practical action on human rights, particularly non-discrimination and inclusion, the right to adequate housing, physical and mental health, and construction workers’ rights, in the built environment.

If you have a deep understanding of the built environment sector (particularly investment, financing and policy), are passionate about rights-based social change, have a strong track record delivering effective collaborative projects and influencing policy, then this role is for you.

For the past year, the programme has been shaping the built environment just transitions agenda, particularly through its Building for Today and the Future project. As well as supporting the research in the European cities, a key focus of your role will be ensuring the project outputs reach investors and policy-makers, impacting their work, particularly in the lead-up to the 2024 EU elections.

You will be leading the programme’s wider work in Europe, including increasing awareness and uptake of the Dignity by Design framework, currently being piloted in Bergen and Utrecht.
WHAT YOU WILL DO

Key responsibilities will include, but are not limited to:

Outreach and influencing

• Engage (bilaterally and through group events) with key partners and networks at the European level, particularly focusing on (i) Financial actors (asset managers, banks, investors and developers), and (ii) policy-makers at the national and EU level, to encourage awareness of and uptake of the recommendations emerging from the BE programme. This will include outreach, representation at key events, presentations and influencing.

• Communications & public affairs: Work with IHRB’s Communications team to develop targeted outputs for the specific audiences (financial actors and policy-makers) listed above.

Project-level delivery

• Lead on IHRB’s support to the existing pilot projects (Bergen and Utrecht) which are piloting the Dignity by Design framework, and help identify future pilot projects.

• Support the Global Programme Manager in the delivery of the Building for Today and the Future project on just transitions. This will mean leading on policy briefing notes, and supporting with visioning sessions, research publications and management of Europe-based project researchers.

Fundraising

• Support the Head of Built Environment on programme fundraising, including identifying potential funding opportunities, building relationships with funders and supporting funding applications.

Programme management

• Provide input on overall built environment strategy, and build synergies with other IHRB programmes.

• Manage the built environment CRM (contacts) system and outcomes tracker, and keep them updated.
PERSON SPECIFICATION

The successful candidate will have the following:

ESSENTIAL

Experience
• At least 5 years’ working in or closely with the built environment sector - particularly with investors, developers and/or policymakers - including a deep understanding of how these industries work, effective leverage points for change, and climate and social equity challenges that the sectors face.
• Managing programmes and projects with a wide range of partners.
• Producing communications strategies / outputs specifically targeting different audiences across the built environment ecosystem.

Knowledge and Skills
• Proven track record of successfully influencing relevant stakeholders.
• Demonstrated commitment to, and understanding of, human rights and social justice.
• Fluency in English, with excellent written and spoken communication skills and attention to detail.
• Excellent time management skills and the ability to plan, organise and prioritise workload, and meet deadlines.

Personal qualities
• Proven ability to be proactive, self-motivating and a team player.
• Commitment to multiculturalism and diversity.
• Awareness of the implications of working from home/remotely i.e. limited face-to-face interaction with colleagues in a geographically dispersed team.

Location
• Home based, in a European country.
• Permission to work in the country of location and to travel across Europe.

DESIRABLE

Qualifications
• Further education certificate/ diploma in relevant field, or equivalent experience.

Experience
• Working in an unsupervised environment on a regular basis and working with a ‘virtual’ team in varying time-zones.
• Shaping EU built environment policy.
• Securing grants from trusts, foundations or major institutions (including the EU).
• Contributing to successful international communications or public affairs campaigns.
• Monitoring programme outputs, outcomes and impacts.

Knowledge and skills
• A network of built environment contacts (particularly financial actors and policymakers) across Europe.
• Good understanding of how political and economic developments can affect Business & Human Rights trends.
TIMELINE & PROCESS

1. Deadline for application: 19 September 2023, 9.00am UK time.

2. Interviews: Interviews will be held between 26-28 September 2023, via Zoom. Short-listed candidates will be notified and invited by email on 22 September 2023. Only successful applicants will be notified.

3. Expected start date: October 2023, or as soon as possible. A job offer will be subject to the receipt of at least two satisfactory references.

APPLICATION INSTRUCTIONS

Please email your CV and cover letter to Denise Derbyshire at: recruitment@ihrb.org. In your cover letter you must address the above Person Specification to show your suitability for this role.

In your covering email, please state:

• Where you saw the vacancy advertised
• If you are applying for the full time role, part time role or job share
• Your availability for interviews (dates and times) during the interview period
• Your earliest possible start date.

As part of our ongoing commitment to an accessible recruitment process, applicants with disabilities are encouraged to contact IHRB to discuss any support or assistance they may have during the application or recruitment process. Please contact Denise Derbyshire, Operations Coordinator, via email - recruitment@ihrb.org - in the first instance.

IHRB is an equal opportunities employer and encourages applications from all individuals regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. This means we will not discriminate against candidates or employees based on their protected characteristics.

Included in the candidate pack is an optional Equality and Diversity Monitoring Form. The information collected is confidential and anonymous and will not be used in any decision making for this role. You do not have to complete and return this document but doing so will help IHRB maintain equal opportunities in all of our recruitment processes.

Applications from unsuccessful candidates will be held on file for 6 months after the end of the recruitment process.