JOB SPECIFICATION

LGRR MANAGER & NORTH AMERICA REGIONAL COORDINATOR

MIGRANT WORKERS PROGRAMME

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SUMMARY

The Institute for Human Rights and Business (IHRB) is seeking a dynamic individual for a unique dual role position as part of its ambitious Migrant Workers Programme.

The role will require a skillful project manager with a passion for migration issues to drive the work of the Leadership Group for Responsible Recruitment (LGRR) and its goal of eradicating the charging of recruitment fees to migrant workers.

The role will also require a stakeholder engagement expert with an entrepreneurial approach to relationship building. This includes having a deep understanding of how to best engage with the diverse actors involved in the recruitment of migrant workers – made up of migrant workers themselves, local recruitment agencies, global brands, governments, investors, civil society and trade union representatives, and intergovernmental organisations, amongst others. The role will develop IHRB’s Migrant Worker programme across Mexico, USA and Canada, including through the planning and execution of local consultations, baseline assessments, flagship events, and corresponding communications strategies.
IHRB’S MIGRANT WORKERS PROGRAMME

IHRB’s Migrant Workers Programme is composed of several distinct projects and initiatives, all intended to better the outcomes for migrant workers through the responsible conduct of the brands, suppliers, recruitment agents, and other companies that impact their workers’ lives as well as through better government regulation and enforcement.

These projects include:

- **The Leadership Group for Responsible Recruitment**: An initiative that seeks to use the collective brand leverage of multinational businesses, working with other stakeholders and expert organisations, to address irresponsible recruitment practices facing migrant workers, with a particular focus on ending the practice of recruitment fees being charged to migrant workers.

- **The development of regional hubs for the programme**: These will be led by Regional Coordinators focusing on North America (based in the USA or Mexico), South East Asia (based in Singapore) and South Asia (based in Bangladesh). The regional hubs will drive engagement with key stakeholders from business, civil society, and governments on responsible recruitment issues within their regions.

- **An additional hub is also envisaged for the Gulf region**, as part of a separate project to identify areas where there may be opportunities to better understand and promote business and human rights, including responsible recruitment and beyond to other issues.

- **Evidencing the benefits of labour migration on development outcomes**: Through policy driven research, this project will highlight the value of migrant workers’ remittances to development outcomes in their countries of origin, and the corresponding risks to these outcomes of charging migrant workers recruitment fees.

- **The annual Global Forum for Responsible Recruitment (GFRR)** is the largest global event on recruitment of migrant workers and is the major flagship event for the IHRB Migrant Workers programme. It will take place virtually in 2021, from April 12th-15th. In 2022 it is scheduled to take place in Dhaka, Bangladesh. This will mark 10 years since the launch of the Dhaka Principles for Migration with Dignity. The Forum will be attended by 150–200 representatives from business, civil society, trade unions, and government representatives.
THE ROLE

- **Deadline:** 6th April 2021, 9am UK
- **Title:** LGRR Manager & IHRB North America Regional Coordinator
- **Reporting to:** Head of Migrant Workers Programme (based in the UK)
- **Start date:** May 2021 (ideally)
- **Hours:** Full time (5 days, 37.5 hours per week)
- **Location:** USA (East Coast) or Mexico, ideally with easy access New York and Washington DC. Remote/home-based. Candidates must already have permission to work in the country of their location.
- **Duration:** 12 months consultancy agreement, with 3 month probationary period. Renewable subject to funding and performance.
- **Pay:** US $250-300 per day depending on experience. This post will have a consultancy agreement subject to UK law.

What You Will Do

This dual role combines the management of IHRB’s Leadership Group for Responsible Recruitment (LGRR) and serving as IHRB’s Regional Co-ordinator for North America. The post-holder will have oversight for the LGRR, as well the establishment and development of the North America Regional Hub. This work includes but is not limited to:

**Management of the LGRR**

Day-to-day management of the LGRR and first point of contact at IHRB both for corporate and non-corporate members and external stakeholders.

- Plan and deliver regular web conferences and occasional in-person events for LGRR members.
- Oversight of the annual LGRR Metrics reporting framework and liaison with the external management of the Metrics process.
- Represent the LGRR at in-person and online international convenings, conferences, seminars and webinars.
- Recruit and apply due diligence for potential new LGRR members.
- Seek out opportunities relating to all 3 objectives of the LGRR and ensure that momentum and focus on the issue of recruitment is maintained globally.
- Catalyse and support individual and collective LGRR activities.
- Liaise with the other IHRB Migrant Worker regional hubs in South East Asia and South Asia to ensure LGRR activities are aligned and connected to similar activity in the regions.
- Liaise with the IHRB Gulf Programme on matters relating to LGRR members who have interests in the region.
IHRB Migrant Workers programme is developing three regional hubs in key areas of focus: North America, South Asia and South East Asia (already operational). The hubs will seek to improve connections between the initiatives programmes and projects being undertaken by IHRB and other actors in the regions. The hubs will provide a focal point for action, help to coordinate effort and catalyse and drive activity of all kinds related to responsible recruitment.

- First point of contact for the North America Regional Hub and liaison with other IHRB Migrant Worker regional hubs in South East and South Asia.
- Undertake significant stakeholder engagement with the investment community, business, civil society, policy makers, government representatives and intergovernmental organisations, at local and international levels.
- Be the first point of contact for regional engagement with the ILO, IOM, and other UN organisations on matters relating to migrant workers
- Undertake a Regional Stakeholder Consultation Exercise of responsible recruitment initiatives in the region. IHRB will bring together a number of organisations for a series of online sessions to share and map out different programmes, projects and initiatives relating to migrant workers across the region. Findings from North America along with those from Regional Hubs in South and South East Asia will form part of a larger baseline assessment and report that will be used as the foundation for the wider regional hubs programme.
- Responsible for local delivery of the LGRR programme, engaging with member companies at regional level and other partners to advance the objectives of the Leadership Group in mainstreaming responsible recruitment of migrant workers.
- Devise, convene and lead regional events in Mexico, USA, and Canada to promote responsible recruitment.
- Participate in regional events, conferences, meetings, and regularly engage with other programmes and projects, seeking opportunities for collaboration where appropriate.
- Forge contacts and engage regularly with individual businesses and their representative industry associations.
- Responsible for IHRB engagement relating to migration corridors between Mexico and the USA and Canada.

**Dual role activities**

- Contribute to policy thinking though dialogue with and submissions to relevant governmental or intergovernmental bodies.
- Regional input and support for other IHRB programmes including outreach and engagement to diverse stakeholders.
- Effective external communications to diverse audiences are an extremely significant part of this role. The postholder will co-create communications strategy with the entire Migrant Workers team and be responsible for embedding that strategy in all aspects of the dual role. For example, the successful development and delivery of regional events, print and digital materials for amplifying key messages, regular commentaries on progress and challenges. In particular however we are keen to explore new communications opportunities, ideas and strategies that will better connect
our programme with an audience that is increasingly seeking information online and favouring digital products often accessed via mobile devices.

- Attend weekly IHRB (video call) team meetings, staff retreats and other internal meetings, and play an active role in team discussions on regional themes and developments.
- Other duties which may be required by the Head of Migrant Workers, which are commensurate with the responsibilities of the role.
What We’re Looking For

The successful candidate will need to be a very confident self-starter, highly motivated, and entrepreneurial. The right person will identify and create opportunities for engagement and advocacy to deliver results. The successful candidate will have:

Essential

Experience

• No less than 5 years demonstrable experience of global supply chains either working in business, or with a civil society or intergovernmental organisation.
• Proven track record of successfully establishing and maintaining relationships with relevant stakeholders including business partners, CSO, government representatives and UN organisations.

Knowledge and Skills

• Fluency in written and spoken English and working competency in North-American Spanish.
• Excellent writing and editing skills in English. The post-holder will be expected to provide occasional commentaries, reports and podcast interviews from the region.
• Ability to lead meetings and present confidently to diverse groups of stakeholders in formal and informal settings
• Confident networking and engagement with others via online and in-person channels
• Good understanding of the importance of effective communications in advocacy including spoken, written and graphic communications
• Good knowledge or understanding of the role of the migrant workers within global supply chains, and specifically in North America
• Good understanding of the political and socio-economic contexts in North America.
• Excellent time management skills and the ability to plan, organise and prioritise workload, to meet deadlines.
• Competency using IT telecommunications and web applications including: Zoom, Microsoft Teams, Word, Excel, Power Point etc
• Experience of working from home/remotely i.e. limited face-to-face interaction with colleagues in a geographically dispersed team.
• Attention to detail in preparing and presenting information.

Personal qualities

• Proven ability to be proactive and self-motivating.
• Commitment to inclusivity and diversity.
• Proven collegiate approach to building and maintaining relationships
• Empathy towards colleagues
• A strong work and team ethic. Able to work remotely but collaboratively.

Location

• Home-based, in USA (East Coast) or Mexico. Easy access New York and Washington DC an advantage
• Permission to work in the country of location.
• Eligible to travel to UK, USA, Mexico and Canada (as COVID-19 restrictions allow).
• Post-holder must have access to a reliable internet connection

Desirable

Qualifications

• Further education certificate / diploma in relevant field.

Experience

• Experience working in an unsupervised environment on a regular basis and working with a ‘virtual’ team in varying time-zones.
• Good business acumen
• Event organising experience.
• Experience in managing consultation processes as part of a large-scale project.

Knowledge and skills

• Some experience of social media applications for business Twitter, LinkedIn & Instagram.
• Good understanding of how political and economic developments can affect Business & Human Rights trends.
• Strong project management skills and the ability to handle multiple projects at one time.
• Good network of business and human rights related contacts in the region
TIMELINE & PROCESS

1. Deadline for application: Tues 6th April, 9am UK time

2. Interviews: Video interviews will be held on 19th or 21st April via Zoom. Interested applicants should ensure their availability for a 1 hour and 45 minutes slot on these dates. Short-listed candidates will be asked to complete a timed 45-minute written task (using their laptop and to be received and submitted by email), which will be followed by a video interview taking no more than one hour.

Short-listed candidates will be notified and invited by email by close of business on 13th April 2021. Only successful applicants will be notified.

3. Expected start date: May 2021

Application Instructions: Please email your CV and cover letter with two referees 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. Please also state where you saw the vacancy advertised. A job offer will be subject to at least two satisfactory references for the successful candidate.

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, IHRB’s Administrator, 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 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.
ABOUT IHRB

Founded in 2009, IHRB is the leading international think tank on business and human rights. IHRB’s mission is to shape policy, advance practice, and strengthen accountability in order to make respect for human rights part of everyday business.

Since its founding, IHRB has established a number of organisations and initiatives that are now free-standing, namely: the Myanmar Centre for Responsible Business (MCRB), Centro Regional de Empresas y Emprendimientos Responsables (CREER), the Corporate Human Rights Benchmark (CHRB), and the Centre for Sport and Human Rights (CSHR).

IHRB’s focus areas are diverse and reflect the most salient and emerging human rights issues facing business, including: the ubiquitous contribution of migrant workers across global supply chains; ensuring just transitions for workers and communities in the adaptation to low-carbon economies; improving efforts to address inequality, mass migration, and climate change through better decision making across the built environment lifecycle; raising standards and encourage best practice throughout the shipping industry; amongst others.

IHRB values the positive impact that different experience and perspectives contribute to our team. We encourage applications from all backgrounds and communities and are committed to having a team that is made up of diverse skills and abilities. We welcome applicants from groups that are under-represented in our field or who may face institutional barriers in accessing opportunities, including Black, Asian and ethnic minority candidates, and persons with disabilities.