

**JOB DESCRIPTION & PERSON SPECIFICATION**

Job Title:	Programme Manager, Built Environment
Reporting To:	Deputy Chief Executive
Start Date:	Mid-February 2019 (ideal)
Hours:	Full time (5 days, 37.5 hours per week), or part-time (4 days, 30 hours per week)
Location:	Home-based as a consultant, ideally in easy reach of London, New York or Washington DC. Consideration will be given to other locations if the case is made in the application. The applicant will be expected to already have permission to work in their location.
Duration:	12 months, renewable subject to funding, with 3-month probationary period.
Pay:	£45,000-50,000 per annum depending on experience. This post will have a contract or consultancy agreement subject to UK. PAYE contracts can be offered to UK-based applicants.

**BACKGROUND**

Founded in 2009, the **Institute for Human Rights and Business (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.

IHRB's programmes are organised around key 'flows' fundamental to social and economic development, namely: flows of workers, flows of finance, flows of commodities and flows of information. These underpin IHRB's work on migrant workers and the financial, extractives and ICT sectors respectively. In addition, IHRB helped develop and now hosts the Centre for Sport and Human Rights and is a founding partner in the first wide-scale benchmark on corporate human rights performance.

IHRB works across its programmes with public and private sector partners in both developing and developed countries. In particular, IHRB has founded centres for responsible business in Myanmar and Colombia that mirror its mission and activities at a local level, and has undertaken extensive research on the extractives sector in Kenya.



**A new thematic area for IHRB is 'Human Rights in the Built Environment'.** This programme seeks to build a coalition of thought leaders, innovators, current and future practitioners to promote human rights and dignity in the built environment at the heart of inclusive, resilient communities. By developing a framework for ethical urbanism based on the continuum of shared human rights responsibilities from planners through architects to construction/engineering companies to end users, we are seeking to catalyse and harness collective leadership, to stimulate new areas of research and teaching, and to identify where industry standards can be strengthened to better protect worker rights. IHRB is working closely on development and delivery of this programme with partners the Rafto Foundation for Human Rights, Norway, the Raoul Wallenberg Institute, Sweden and the University of New South Wales, Australia.

## **JOB DESCRIPTION**

IHRB is recruiting an experienced and dynamic Programme Manager who will be responsible for developing and driving IHRB's new Human Rights in the Built Environment programme from scoping phase onwards. This exciting new programme will explore to what extent the built environment promotes, threatens or diminishes human dignity. It intersects with IHRB's Migrant Workers programme with construction companies and others in the Gulf, and with the work of the Centre for Sport and Human Rights around the lifecycle of a mega-sports event.

### **Main Duties & Responsibilities**

These will include but not be restricted to the following:

- Day-to-day management responsibility and main point of contact for the IHRB Built Environment programme, to include contributing to the development and delivery of the 3-year strategy and workplan.
- Draft initial scoping paper to set out the framework and roadmap for this programme within the context of existing related initiatives.
- Preparing fundraising proposals and taking responsibility for budget management for the programme.
- Working closely with IHRB Deputy Chief Executive in building and managing an Advisory group/Leadership Coalition for the programme, and co-creating with the group a draft Human Rights Charter for the Built Environment.
- Organising and delivering a series of consultations in different countries on the draft Charter.
- Planning and working with colleagues to deliver the Annual Symposium on Human Rights in the Built Environment.
- Leading on IHRB's global work on migrant workers within the construction industry, with support from the Programme Manager, Migrant Workers



- Leading on the joint IHRB project with the Centre for Sport and Human Rights on mega-sporting events and the built environment, with support from the Deputy Chief Executive, Centre for Sport and Human Rights.
- Supporting the Gulf outreach and engagement activities for:
  - IHRB’s engagement with the hospitality sector in the region.
  - The Centre for Sport and Human Rights work with respect to the Qatar 2022 World Cup
- Supervision of Research Fellows and writers on commissioned reports.
- Speaking on platforms as required to raise the profile the work of IHRB’s Built Environment programme.
- Contribution to IHRB blogs and news reports.
- Carrying out other duties as agreed with line manager.

### **Location and Travel**

- The Programme Manager must already have permission and visas to work in their location.
- The Programme Manager will work from home and will report to IHRB’s Deputy Chief Executive, based in UK. Communication will mostly be via regular Skype calls and e-mail. Regular communication will also required with the Programme Manager, Migrant Workers (based in the UK) and the Deputy Chief Executive, Centre for Sport and Human Rights (based between the UK and the Gulf).
- The Programme Manager must ensure that their place of work has a reliable internet connection.
- The position will involve regular international travel, especially to the Gulf region, London and the USA.

### **PERSON SPECIFICATION**

The successful candidate will have:

	<i>Essential</i>	<i>Desirable</i>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• An undergraduate degree in a relevant field, or equivalent professional experience.</li></ul>	<ul style="list-style-type: none"><li>• A Masters degree in a related discipline or relevant professional qualification.</li></ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"><li>• 5 years minimum recent programme delivery/management experience, in the fields of business and human rights, corporate responsibility, sustainability, migrants’ rights, labour regulation, or similar.</li></ul>	<ul style="list-style-type: none"><li>• Commissioning or undertaking research in areas related to the built environment (planning, design or construction, or post-build management</li></ul>



<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"><li>• A proven track record of successful engagement with companies, government and civil society; fundraising; budget management and event delivery.</li><li>• A demonstrable understanding of the international human rights system, and the business and human rights field, within a broader context of corporate responsibility and sustainability.</li><li>• A demonstrable interest in and knowledge of social/human rights issues around aspects of the built environment.</li><li>• Detailed understanding of the risks to migrant worker rights within global supply chains particularly in the construction and hospitality sectors globally, and especially in the Gulf region.</li></ul>
	<p>and use).</p> <ul style="list-style-type: none"><li>• Experience in working in the field of mega-build projects (eg. mega sports events/expo etc/infrastructure projects).</li><li>• Engagement with investors in building projects.</li><li>• Public speaking, particularly on human rights related issues.</li><li>• A strong network of contacts within the fields of architecture, urban planning and/or the construction industry.</li><li>• Experience of undertaking advocacy with government departments.</li></ul>



	<i>Essential</i>	<i>Desirable</i>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Ability to independently plan, organise, and prioritise workloads and meet deadlines.</li><li>• Ability to seek out and build relationships with a range of different stakeholders.</li><li>• Ability to work well under pressure and to deadlines.</li><li>• Excellent communication skills, both written and verbal.</li><li>• Fluency in written and spoken English.</li><li>• Excellent time management skills and ability to prioritise workload.</li><li>• A strong work and team ethic.</li></ul>	<ul style="list-style-type: none"><li>• Competency in additional languages, particularly Arabic.</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Proven ability to be proactive and self-motivating, happy to work in an unsupervised environment as part of a virtual team.</li><li>• A creative approach to problem-solving, tackling challenges, spotting and maximising opportunities.</li><li>• Ability to work well under pressure and to deadlines.</li><li>• Strong communication and presentation skills.</li><li>• Collegiate, non-hierarchical approach to team working.</li><li>• Flexibility and pragmatism.</li><li>• Willingness to undertake regular international travel (especially to London, the USA and the Gulf).</li></ul>	
<b>Location</b>	<ul style="list-style-type: none"><li>• Home-based and eligible to work in country of location.</li></ul>	



## **APPLICATION PROCESS**

Please email your CV and cover letter with two referees to Kia Khyll at [recruitment@ihrb.org](mailto:recruitment@ihrb.org). In your cover letter you **must address the above person specification** to show your suitability for this role, and indicate where you saw the vacancy advertised. Please state in your application if you are applying for a full time (5 days, 37.5 hours per week), or part-time (4 days, 30 hours per week) role. References will be sought for shortlisted candidates after interview.

1. **Deadline for application: Wednesday 2<sup>nd</sup> January 2019, 9am UK time**
2. **Interviews** will be held on **Tuesday 15<sup>th</sup> January 2019** by Skype. Interested applicants should ensure their availability during UK work hours on this date. Short-listed candidates will be notified and invited by email by close of business on 7<sup>th</sup> January 2019. Only successful applicants will be notified.
3. Expected start date: Mid-February 2019, ideally.