



**Peace Brigades International**

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[www.peacebrigades.org](http://www.peacebrigades.org)

<b>Position:</b>	International Coordinator
<b>Dates:</b>	Starting June 2022
<b>Location:</b>	Brussels, Belgium
<b>Hours:</b>	3 days per week
<b>Remuneration:</b>	€2,750 EUR per month. Benefits in Belgium include coverage of transportation costs, lunch vouchers and generous leave allowance
<b>Contract:</b>	Fixed term contract, renewable subject to review

## ***JOB DESCRIPTION***

### **1. About PBI**

PBI is a non-governmental organisation, registered in the USA, which protects human rights defenders and promotes nonviolent conflict transformation. We provide protection, capacity building and other support for threatened organisations, defenders and communities pursuing social justice and defence of human rights in areas of violent conflict. Our current field projects are in Colombia, Guatemala, Honduras, Kenya, Indonesia, Mexico, Nepal and Costa Rica/Nicaragua.

PBI project work is supported by a network of 13 country groups in Europe, North America and Australia, who carry out volunteer recruitment, advocacy and fundraising, and by the international coordinating office in Brussels.

PBI promotes non-violence, uses a non-hierarchical model of organising and decisions are made by consensus. For further information about PBI, see [www.peacebrigades.org](http://www.peacebrigades.org).

### **2. Purpose of the role**

The International Coordinator plays a key external representation role for PBI, coordinates global strategy and operations, and oversees international fundraising.

### **3. Position in the organisation**

The International Coordinator co-manages PBI's International Secretariat together with the Governance Coordinator and is formally accountable to the International Council (IC). They work closely with the International Operations Council (IOC), the Strategy Development Committee (SDC), the Risk Management Committee (RMC) and the other staff and volunteers in the International Secretariat and across PBI.

### **4. Place of work**

The person will be based at the International Office in Brussels, Belgium. Flexible working arrangements with frequent travel to Brussels may be considered for an exceptional candidate.

## **5. Responsibilities**

### **Representation of global PBI before key stakeholders**

- Build and maintain collaborative partnerships with key actors involved in the protection and support of human rights defenders (donors, civil society organizations, government officials, media etc.)
- Act as a key reference person for enquiries from outside and inside PBI

### **Oversight of global fundraising**

- Oversee implementation of PBI's global fundraising strategy
- Cultivate strong relationships with current and potential donors
- Support the Fundraising and Grants Manager to ensure strong funding applications and donor reporting
- Provide strategic thinking and support for PBI entities to strengthen and diversify their funding and increase their financial resilience

### **Coordination of global strategy and operations**

- Lead the development of PBI's Global Strategic Plan with the support of the Strategy Development Committee; monitor and support its implementation
- Coordinate the external evaluation of global PBI
- Coordinate the global operational planning and reporting cycle
- Produce the International Secretariat's operational plan and monitor its implementation
- Convene and support the International Operations Council in its operational oversight role
- Coordinate the organisation of the triennial General Assembly, working closely with the GA agenda working group and IO staff
- Coordinate the annual face-to-face meetings of the international councils together with the Governance Coordinator

### **Support field research and development**

- Coordinate responses to incoming requests for PBI support
- Identify opportunities for new field initiatives and oversee related research
- Coordinate IO support for development of new field projects and programmes across PBI

### **Coordination of Risk Management and Emergency Response**

- Identify the need for intervention from the International Secretariat to manage field crises that threaten the integrity of PBI, its volunteers and staff
- Convene and coordinate the Risk Management Committee and ensure the monitoring and implementation of PBI's risk management framework, liaising closely with the Governance Coordinator

### **Oversight of International Office Functioning**

- Ensure the proper functioning of the International Office and deliver regular reports on its work
- Serve as legal representative for PBI International in Belgium
- Line-manage the Fundraising and Grants Manager, International Communications Coordinator, and the US Advocacy Director
- Carry out other tasks assigned by the International Council in line with organizational priorities and needs

## 6. Person Specification

- University degree in relevant subject or equivalent work history in non-profit sector
- Extensive previous experience working for PBI in a staff or volunteer capacity and commitment to its principles, mission and objectives
- Demonstrable experience in a leadership role for an international NGO
- Significant experience and understanding of NGO fundraising
- Experience of facilitating consensus decision making processes among diverse constituencies
- Experience of strategic planning and risk management
- Creative and inclusive approach to problem solving
- High level of IT and digital security proficiency including in the use of open-source technology; knowledge of online collaboration and project management tools would be an asset
- Excellent diplomacy, public speaking and communication skills
- Fluency in English and Spanish is required; working knowledge of French or Dutch would be an asset
- Excellent organisational and time management skills; ability to effectively handle multiple competing priorities, work independently and self-manage
- High level of flexibility and resilience
- Ability to work within a multi-cultural office environment and a complex, decentralised multi-cultural organisation with limited resources

### **APPLICATION PROCESS**

To apply, **please submit a CV and cover letter of maximum two pages outlining your motivation and how you meet the person specifications described above.** These can be in English or Spanish. Shortlisted candidates may be asked to complete a pre-interview test.

Applications should be sent to: [recruitment@peacebrigades.org](mailto:recruitment@peacebrigades.org) no later than **Monday, 14 February, 2022.** Please indicate **“International Coordinator: your name”** in the subject line of your e-mail.

Unfortunately, PBI is unable to provide visa sponsorship so applicants should have the right to work in the country in which they will be based.

*PBI is an equal opportunity employer that is committed to diversity and inclusion in the workplace. At PBI we believe diversity is what makes our work richer and our team stronger. We value your knowledge and commitment regardless of your race, nationality, colour, gender, age, religion, disability, status, or sexual orientation. If you believe you can contribute to our common goal, we encourage you to apply.*