



**Peace Brigades International**  
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Website: [www.peacebrigades.org](http://www.peacebrigades.org)

<b>Position:</b>	International Coordinator
<b>Dates:</b>	ASAP after 1 <sup>st</sup> February 2018
<b>Location:</b>	Brussels
<b>Hours:</b>	40 hours (full time)
<b>Remuneration:</b>	43,758 EUR gross per annum
<b>Contract:</b>	Fixed term employee, renewable

## ***JOB DESCRIPTION***

### **1. Main purpose of the role**

To play a key external representation role for PBI, coordinate global strategy and operations, and lead international fundraising.

### **2. Position in the organisation**

This is a fixed term employment contract for 24 months, renewable subject to review. The person will be formally accountable to PBI's International Council (IC), and work closely with the International Operations Council (IOC), Strategy Development Committee (SDC), Fundraising Working Group (FRWG), Advocacy Working Group (AWG), and the other International Office staff.

### **3. Place of work**

The person will be based in Brussels where the International Office will be located from 2018.

### **4. Organisation overview**

PBI is a non-governmental organisation, registered in the USA, which protects human rights 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 and Nepal.

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.

PBI uses a non-hierarchical model of organising and decisions are made by consensus. The General Assembly, which convenes every three years, is PBI's highest decision-making body. In between, governance and operations are the responsibility of the international councils. The international councils, committees and working groups, together with the International Office constitute the International

Secretariat (ISEC).

The International Office is being moved from London to Brussels in order to strengthen PBI's presence and profile and build key partnerships with policymakers, INGOs, donors and other key external stakeholders in Europe. The role of International Coordinator is being expanded as part of this strategy.

Other IO staff will comprise a Governance Coordinator, Finance Manager, Grants Manager and Administrator.

For further information about PBI see [www.peacebrigades.org](http://www.peacebrigades.org).

## **5. Responsibilities**

### **5.1 To represent global PBI before key external stakeholders**

- Build relationships with donors, particularly Europe-based multi-lateral and institutional funders and international foundations
- Support and develop PBI's global advocacy work in coordination with the Advocacy Working Group, through engaging with policymakers and other key political contacts, particularly in Europe
- Build partnerships with other INGOs involved in protection and support of human rights defenders
- Represent PBI before the media and at international events

### **5.2 To lead PBI's global fundraising**

- Design, implement and manage a multi-year, comprehensive and global fundraising strategy aligned with PBI's Global Strategic Plan, in coordination with the International Operations Council, Fundraising Working Group and International Office
- Identify and pursue new fundraising opportunities for global PBI
- Work closely with the Grants Manager to ensure strong funding applications and donor reporting
- Line manage the Grants Manager, carrying out an annual appraisal and providing ongoing oversight and support
- Line manage the Regional Coordinator of a 30-month joint project with *Iniciativa Mesoamericana de Mujeres Defensoras* in Latin America, carrying out an annual appraisal and providing ongoing oversight and support
- Provide strategic thinking and support for PBI entities with large-scale institutional and foundation fundraising and with funding diversification initiatives

### **5.3 To coordinate global strategic and operational planning**

- Lead the development of PBI's six-year Global Strategic Plan with the support of the Strategy Development Committee
- Monitor and support implementation of the Global Strategic Plan
- Coordinate the triennial external evaluation of global PBI
- Coordinate global internal operational planning and reporting
- Produce and monitor implementation of ISEC operational plans
- Convene and support the International Operations Council in its operational oversight role

### **5.4 To support field research and development**

Peace Brigades International - Promoting non-violence and protecting human rights since 1981

Incorporated in the State of Washington, USA, 1982. Companies House registration FC 19368

- Coordinate responses to incoming petitions 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

### 5.5 To coordinate emergency response to field crises

- Identify the need for ISEC intervention to manage field crises that threaten the integrity of PBI, its volunteers and staff
- Convene and coordinate the Emergency Response Committee, liaising closely with the Governance Manager

### 5.6 To provide general coordination for global PBI

- Act as a key reference person for enquiries from outside and inside PBI
- 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 Manager
- Coordinate and provide regular internal reports on the work of the IO

### **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications (minimum)</b>	<ul style="list-style-type: none"> <li>• University degree in relevant subject or equivalent work history in non-profit sector</li> </ul>	<ul style="list-style-type: none"> <li>• Postgraduate in human rights or related field</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Extensive previous experience in a staff or volunteer capacity for PBI</li> <li>• Demonstrable experience in a leadership role for an international NGO</li> <li>• Five years in a fundraising leadership role with demonstrable results</li> <li>• Consensus decision-making experience</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Commitment to and understanding of PBI's principles, mission and objectives</li> <li>• Expertise in strategic planning</li> <li>• Proficient in basic office IT skills (Excel, Word, Outlook &amp; open source equivalents)</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent diplomacy, public speaking and communication skills</li> <li>• Fluency in English and Spanish</li> <li>• Excellent organisational and time management</li> </ul>	

	<p>skills</p> <ul style="list-style-type: none"> <li>• Ability to work within a multi-cultural office environment and a complex, decentralised multi-cultural organisation</li> <li>• Willingness to learn and use digital security tools</li> </ul>	
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***Application procedure***

Applicants should complete the accompanying application form and send it to Laura Clarke at [laurafclarke@peacebrigades.org](mailto:laurafclarke@peacebrigades.org). Please put "Application for International Coordinator" in the subject of the email.

The selection process is as follows:

Deadline for applications: 9am GMT Thursday 18<sup>th</sup> January  
Interviews: TBC  
Start date: ASAP from February 2018.

Please note that we are unable to respond to applicants who have not been shortlisted for interview.

*PBI values diversity and has a strong commitment to equality of opportunity. All applicants will be treated on equal terms, without discrimination on any grounds, and especially for reasons of gender, ethnicity, sexual orientation or physical disability.*

*This position is based in Brussels, Belgium. Before appointment the successful candidate must provide proof of eligibility to work in the European Union.*

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