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# PROJECT ASSISTANT

# Empowering Women in Digital Rights Advocacy Project

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| **Location:** | London |
| **Salary:** | £24,456 – £26,582 |
| **Contract**: | Fixed term until April 2024 (subject to project funding) |
| **Hours**: | 37.5 hours (flexible), occasional evening and weekend work |
| **Responsible to:** | Training Manager |
| **Key relationships**: | Training Manager, Finance and Operations Director, Programme Finance and Compliance Officer |
| **Closing date:** | 20 February 2022 |

Media Defence is a charity that helps media to defend their rights. We support independent media, journalists and citizen journalists who are under legal threat by making sure that lawyers are available to defend them. We engage in strategic litigation to improve the regulatory environment for media freedom, make grants to organisations in various countries to run media defence programmes, and build the capacity of the lawyers and organisations we work with on issues of media law. Media Defence was set up in 2008 and has established itself as a leader in the field.

# About the role

Media Defence is looking for a highly motivated and energetic individual with a commitment to excellence and professionalism to join the team as a Project Assistant. In this role, you will support Media Defence in administering the *Empowering Women in Digital Rights Advocacy* project, which develops legal communities, in particular women lawyers, to defend, promote and strengthen freedom of expression online. Under this project, Media Defence:

1. conducts litigation surgeries for lawyers in sub-Saharan Africa on litigating digital rights cases and accessing regional and international human rights mechanisms;
2. fosters active and collaborative networks of lawyers, including through facilitating their engagement with sub-regional and international digital rights events and peer learning networks; and
3. provides grants to national media defence centres and lawyers to ensure that online media, bloggers and journalists have access to skilled lawyers and receive legal representation free of charge.

# Your main responsibilities will be focused on ensuring the smooth organisation and logistics for the litigation surgeries and networking events, which will take place both online and in person (depending on international travel restrictions). You will be an enthusiastic team player with great organisational skills and a keen eye for detail.

# Main Responsibilities

1. Assist the Training Manager in the organisation of regional litigation surgeries and networking events to develop litigation and advocacy skills, including contractual, financial and logistical aspects, for example, assisting participants in obtaining visas and booking flights that comply with donor requirements.
2. Work closely with the Training Manager to onboard consultants for developing training materials and update and maintain Media Defence’s Training Resource Hub and eReader.
3. Co-ordinate with colleagues in the production of newsletters, communications materials, and updates for lawyers in the network.
4. Undertake administrative tasks to ensure accurate record-keeping as required by the donor and Media Defence’s policies.
5. Ensure compliance to donor terms and refer any questions to Finance and Operations Director.
6. Work closely with the Training Manager, Monitoring, Evaluation and Learning Officer, Fundraising and Communications Officer and Finance and Compliance Officer to generate timely and accurate donor reports.
7. Carry out any other duties commensurate with the post.

This role may require occasional international travel.

**Person Specification**

**Essential**

* Educated to a degree level or equivalent.
* Experience of organising training, logistics and international travel.
* Ability to work independently and flexibly as part of a small team, with a strong commitment to learning and improvement.
* Competent IT user, conversant in Excel and other Office systems
* Excellent time management and organisational skills, including the ability to organise logistics to multiple events in a fast-paced environment.
* Proven experience of working with, and relating to, a diverse range of people and a pleasant, diplomatic manner and disposition in interacting with colleagues at all levels, as well as with Media Defence partners.
* Fluency in English with excellent writing and editorial skills.
* Proven ability to work in a multi-cultural environment.
* Passion and commitment to the mission and vision of Media Defence.
* Right to work in the UK.

**Desirable**

* Experience working with external partners based outside the UK.
* Previous experience of administering donor funds and of budget management.
* Good working knowledge (spoken and written) of French.

Equality and diversity are fundamental to our mission. We are committed to the recruitment and retention of individuals from diverse backgrounds and who reflect the diverse communities in which we operate.

If you are interested in applying for this role, please email your CV and covering letter referencing ‘Project Assistant’ to recruitment@mediadefence.org.

**Closing date**: 20 February 2022