



COORDINATOR
Legal Network for Journalists at
Risk

<u>Location:</u>	London
<u>Salary:</u>	£24,456 – £26,582
<u>Contract:</u>	Fixed term (12 months)
<u>Hours:</u>	37.5 hours (flexible), occasional evening and weekend work
<u>Responsible to:</u>	Senior Legal Manager
<u>Key relationships:</u>	Finance and Operations Director, Legal and Grants Officer, Grants Officer (Organisations) and Legal Director
<u>Closing date:</u>	28 July 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 Coordinator for the Legal Network for Journalists at Risk (LNJAR), of which Media Defence is a Steering Committee Member. In this role, you will oversee the day-to-day operations of the LNJAR, which provides legal support to journalists.

Media Legal Defence Initiative trading as Media Defence is a registered Charity (1128789) and registered Company in England and Wales (6621203).

The ideal candidate will have extensive experience in legal support to journalists and project management; excellent coordination and communication skills; and good knowledge of global press freedom issues and humanitarian response. Your main responsibilities will be focused on ensuring the smooth organisation and logistics of the LNJAR, in coordination with Media Defence's Senior Legal Manager. You will be an enthusiastic team player with great organisational skills and a keen eye for detail.

Main Responsibilities

- Manage LNJAR's day to day operations, including its secure communication platform
- Act as the first point of contact for journalists and media outlets contacting LNJAR for support and maintain communication as needed throughout the process
- Act as the point of contact for LNJAR membership inquiries and coordinate action with the Steering Committee
- Undertake and support initial assessment / evaluations of requests for support
- Keep track of the trends in requests for assistance and the support provided to journalists through LNJAR
- Assist LNJAR members in ensuring data related to support provided by any member is registered and reported
- Handle queries from members and user issues
- Monitor the situation with respect to press freedom around the world, outreach to individuals and media freedom organisations where appropriate
- Act as the primary point of contact between LNJAR and external stakeholders if necessary
- Represent LNJAR at external events and meetings if necessary
- Assist in the organisation of LNJAR meetings, including financial and logistical aspects
- Work closely with the Senior Legal Manager and LNJAR Steering Committee organisations to develop materials and update and maintain the LNJAR platform
- Undertake administrative tasks to ensure accurate record-keeping
- Monitor compliance of LNJAR members with the Operational Guidelines and Policies agreed
- Identify and carry out any other duties which fall within the scope, spirit and purpose of the post as requested

This role may require occasional international travel.

Person Specification

Essential

- Educated to a degree level or equivalent qualification.
- Ability to work independently and flexibly as part of a small team, with a strong commitment to learning and improvement.
- Proven project management experience and excellent time management and organisational skills.

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- Strong understanding of legal issues related to the practice of journalism. internationally and familiarity with international human rights mechanisms.
- Experience in assisting journalists or human rights defenders at risk.
- Knowledge of press freedom issues in a global context.
- Demonstrated leadership and interpersonal skills with an understanding of cultural differences and sensitivities.
- Strong written and oral communication skills, experience of communicating to a wide variety of audiences, excellent written and spoken English.
- Ability to work well and prioritise in a challenging, fast-paced and multi-cultural environment.
- Experience in establishing and maintaining collaborative relationships.
- Experience working with external partners based outside the UK.
- Competent IT user, conversant in Excel and other Office and secure communication systems.
- Passion and commitment to the mission and vision of Media Defence.
- Right to work in the UK.

Desirable

- Fluency in another UN official language is a plus.

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 'LNJAR Coordinator' to recruitment@mediadefence.org.

Closing date: 28 July 2022

Interviews expected to take in place during the first half of August 2022