



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Programme Director

Department/Division: Media and Communications
Accountable to: Head of Department

Competency	Criteria	E/D
	A Master's degree or other equivalent professional experience that demonstrates the ability to manage and improve a civil society network	E
	An interest in governance issues related data-driven technologies, justice, and equality, such as algorithmic discrimination	D
	Experience working in a European membership-based organisation, community, or network focussed on human rights or social, economic, and racial justice	E
	A strong understanding of the needs of civil society network that represents diverse issues, constituencies, and theories of change	E
	Experience of designing and delivering creative and professional content to targeted audiences	E
	Experience with leadership development programmes, coaching, and/or facilitation	E
	Proven track record of planning, managing, and delivering high profile events	E
	Good interpersonal skills and the ability and willingness to work as part of a team, including interdisciplinary ones	E
	Ability and willingness to work independently with little supervision	E
	Experience writing high-quality research reports for internal and	E



	public audiences	
	High level IT skills including experience with all MS Office software, communications platforms and with updating websites and social media	E
	Experience of using databases (Salesforce desirable) and managing data resources	E
	Proven accuracy and attention to detail	E
	Experience contributing to the formulation of research grant proposals	E
	Experience with grant monitoring, reporting, and evaluation	D
	Experience working with civil rights, human rights, or social justice groups in the UK and Europe	D
	Evidence of experience of participation in academic/ policy events, conferences	D
	Evidence of experience of participation in practitioner events and conferences in civil rights, human rights, or social justice fields.	D

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.