

just**fair**

# **Application Pack Human Rights Officer**

**Closing date for applications: 9am Tuesday 22 October 2024**

## Human Rights Officer

### Recruitment timetable

What	When
Deadline for applications	9am Tuesday 22 October
Interviews 1 (online)	Thursday 7 November
Interviews 2 (if required, in person)	Monday 11 November

### How to apply

Please complete the following:

- the Application Form
- the Equal Opportunities Monitoring Form
- a CV outlining your career (paid and unpaid work), with any academic and professional qualifications, to date.

Applications which do not include a completed Application Form, or a CV will not be accepted. Please email all documents by **9am Tuesday 22 October** to Mairead Montague on [recruitment@justfair.org.uk](mailto:recruitment@justfair.org.uk).

We are aiming for this recruitment process to be as accessible and equitable as possible, and encourage potential applicants to email the Head of Policy, Research and Campaigns, Helen Flynn at [recruitment@justfair.org.uk](mailto:recruitment@justfair.org.uk) if you would like a confidential conversation, have any questions or need more information on how to apply.

As part of any recruitment process, we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations. Please read the Privacy Notice attached.

### Equal opportunities

We are committed to promoting equal opportunities in employment. All applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex, or sexual orientation (Protected Characteristics). We are aware political opinion is also a Protected Characteristic in Northern Ireland.

### About Just Fair

Founded in 2010, Just Fair is a small specialist human rights charity working on economic, social and cultural rights (ESCR) in the UK. Leading ground breaking ESCR policy, research, and practice, we have an established track record, extensive networks, and strong partnerships.

Our vision is for a fairer and more just society for all.

Our goal is for ESCR to be incorporated into domestic law, and for the UK Government and public authorities to be effectively held to account in relation to their human rights obligations.

If we are successful, these rights will be better respected, protected and fulfilled, and everyone will be guaranteed the basic requirements of a decent life in which they can thrive, with dignity.

We believe we have the greatest impact through working together, so we work collaboratively with other activists and organisations. Our focus continues to be on:

- being a thought leader and advocate for ESCR and
- building a stronger, more united civil society, across the UK that is confident to use ESCR in their work.

So together, we can develop a broader movement of communities working on and for positive change.

We have an engaged and active trustee board and a small, hardworking and friendly staff team. We are a registered charity, no. 113184 and Private Company Limited by guarantee, company no. 07394478. Our team all work remotely from home, with IT equipment provided. We do not have an office base but consider flexible hot desk options where required.

You can read our Strategy 2023-25 [here](#).

You can read more about our team, funders and work [here](#).

## **Background to the role**

Economic, social and cultural rights are the rights of everyday life. This means a decent job and home, enough to eat, clothes to wear, a healthy environment, the chance to learn, and a safety net when we most need it. They are part of the solution to so many of the social issues we face right now, and they could protect us from things like deeper cuts to the NHS, child poverty and homelessness in the future. At Just Fair, we refer to these rights as our 'everyday rights'.

Our everyday rights are protected in international, but not UK law. This makes them insecure and difficult to enforce. But we know the tide is turning, as more and more of us recognise the role of everyday rights in contributing to permanent, lasting solutions to poverty and inequality.

We are one of the very few organisations in England working with civil society organisations (CSOs) and communities to make positive changes in the lives of people experiencing inequality and injustice, by using human rights. This work has broken new ground; exploring exciting new work with community activists, making a positive difference to the lives of many individuals and communities, changing our own organisation, and influencing the work of many others.

This is a new role, which will lead on our work with UK based CSOs and communities; strengthening their capacities to make change for a fairer and more just society – using everyday rights across South West England.

A major part of the work will involve working closely with our partners in South West England with a particular focus on Black and minority led organisations and Black and minoritised communities to make more effective use of everyday rights in their campaigning and advocacy to tackle discrimination and disadvantage experienced by these communities.

Building on our work to date, and delivering on our Strategy 2023-25, this role will be both a creative and flexible one - co-designing and trying out new approaches and activities - and a hands-on project management one, so the work continues to be as useful as possible for CSOs and communities.

## **About you**

You will be committed to social justice and human rights, and the power of communities to make change from a rights-based perspective. You will have a good understanding of human rights in the UK, including the practical reality of ESCR and the potential for these rights to provide real-world protections for people and communities experiencing inequality and injustice.

You will also be experienced in working with CSOs and activists on programmes for change, an excellent project manager and a positive, can-do team player who relishes a challenge and enjoys working in a small, high performing team. As such, this is not an entry level role. You will most likely be based in or near Bristol, and able to work in Bristol on a weekly basis.

We are committed to supporting professional development, and flexible working.

## Human Rights Officer

### Job description

<b>Accountable to</b>	Head of Policy, Research and Campaigns
<b>Location</b>	Home based in, in or near Bristol <sup>1</sup>
<b>Working hours</b>	28 hours per week to be worked flexibly.
<b>Salary</b>	£36,000 per annum pro rata
<b>Benefits</b>	8% employer pension contribution, 25 days plus statutory holidays.
<b>Duration</b>	3 years initially, with potential to extend

### Job purpose

To lead on Just Fair's work with UK based civil society organisations (CSOs) and communities on economic, social, and cultural rights (ESCR) in South West England; strengthening their capacities to make change for a fairer and more just society.

### Main duties and responsibilities

In collaboration with the Just Fair team, CSOs and the communities they serve, to lead on the following:

1. *Capacity building*: build the skills, knowledge and understanding of CSOs of ESCR and a [human rights-based approach](#), working alongside groups to develop and deliver practical rights-based policies, practices and programmes to support change. To include:
  - a) design and evaluation of Just Fair's approach to work with CSOs.
  - b) outreach to and identifying CSOs to work with.
  - c) interactive, online and in person training with CSOs.
  - d) in depth work with CSOs on ESCR, working alongside groups and activists to develop and deliver practical rights-based programmes and products to support change.
  - e) bringing CSOs and partners together to respond to events and opportunities using ESCR, encouraging connections, alliances, learning and peer support.
  - f) championing the efforts of CSOs working on ESCR.
2. *Resources*: create written and other resources on ESCR for CSOs and activists to use in their work, for use across a range of channels, in response to CSO need and in line with [Just Fair's Strategy](#).
3. *Research and evidence*: work alongside and support CSOs and activists to participate in research, analysis and report writing on ESCR relating to their work, and communication of research reports and outputs to key audiences.
4. Support and facilitate of Just Fair's lived experience advisory group.
5. Keep up to date with UK Government and the relevant policy landscape to inform specific work with CSOs, and wider Just Fair work and campaigns.
6. Participate in, and develop monitoring, evaluation and learning of Just Fair's work.
7. Proactively maintain and develop Just Fair's current relationships in the wider CSO sector and decision makers where appropriate; both on an individual basis and via network memberships.
8. Use initiative to identify and forge relationships with new partners and forums.

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<sup>1</sup> Or flexible hot desk option, equipment provided.

9. Act as primary contact for any designated programmes and ensure effective relationship management and development.
10. Ensure good working relationships with a range of key contacts including programme partners and technical suppliers such as designers.
11. Support colleagues with research and communications as required.
12. Actively participate in team work, meetings, reviews and other work as required.
13. Complete reports for the Director, the Trustee Board and funders as required.
14. Be ready to undertake other reasonable activities in line with the role.

## Person specification

### *Essential*

1. Good understanding of, and commitment to social justice and human rights, and the power of people and communities to make change from a rights-based perspective.
2. Good understanding of, and commitment to taking a [human rights-based approach](#) in policies and practice.
3. Good understanding of, and commitment to the [purpose, values and principles](#) of Just Fair.
4. Good understanding of human rights in the UK, including the practical reality of economic, social, and cultural rights, and the potential for these rights to provide real-world protections for individuals and communities experiencing inequality and injustice.
5. Good understanding of the experiences, strengths and needs of communities across South West England, particularly Black and minoritised communities.
6. Experience of working in civil society and familiarity with the issues facing those campaigning for social justice.
7. Experience of providing practical support to civil society organisations, to develop and deliver programmes for change.
8. Experience of working with and supporting people with lived experience of discrimination and marginalisation.
9. Excellent verbal and written communication skills in English, including experience of producing accessible communications and campaigning material in a variety of formats, and producing reports to a high standard, with good attention to detail.
10. Experience of developing effective, practical information resources and tools for people to support them to make change in their lives / work.
11. Excellent networking and relationship management skills, with a range of stakeholders.
12. Experience in developing and delivering training and events to a high standard, including experience of effectively utilising creative approaches to technical training.
13. Experience of project and budget management and related procedures.
14. Experience of development and implementation of monitoring and evaluation of work, reflecting and learning from this for future practice.
15. A positive 'can-do', resourceful and creative team player, who relishes a challenge.
16. Confident working alone, and with others, as part of a small team.
17. Ability to adapt working and communication style according to need and context.
18. Ability to use Office 365 and similar software, and confident in delivering work online.
19. Ability and readiness to work flexibly and remotely.
20. Ability and appreciation of need to travel for the role within the UK, where needed.
21. Willingness to undertake a criminal record check as appropriate to the role.

*Desirable*

1. Experience of co-production approaches to work.
2. Knowledge of strategic communications and human rights.