



## Officer Roles: External Relations, Communications, Grants and Policy

Peace Brigades International (PBI) is seeking skilled communicators, excellent writers and diligent researchers to harness the power of our external relationships in order to resource our work, support grassroots human rights activism, and protect the environment.

PBI provides life-saving protection and catalytic support for women's rights activists, Indigenous leaders, LGBTIQ+ groups, environmentalists and other human rights defenders in Africa, Asia, and Latin America. You'll join our UK Team, which contributes to this work in a range of ways, including by raising funds from trusts and foundations, and through policy advocacy alongside grassroots leaders.

Whether remotely or in-person, full-time or part-time, you will work closely with our International Secretariat, liaising with colleagues and human rights defenders around the world. You will research, write for and interact with activists, philanthropists and policymakers. As a proactive person who thrives in a small team, you will be able to seize opportunities for personal and professional growth.

The successful candidates will be detail-oriented, well-organised people who are committed to our mission, and able to communicate it creatively to a broad community of stakeholders.

We don't expect you to do everything on the lists below, but if you're experienced in one area and can grow into others, then we encourage you to apply! We envisage **at least two roles** being created as a result of this recruitment process, providing candidates with an opportunity to excel in a role that is moulded to their strengths while allowing them space to upskill and gain diverse experiences.

<b>Roles:</b>	Officer level roles covering external relations, communications and writing, grants management, and policy research.
<b>Location:</b>	Flexible. You can work remotely, though you will be expected to attend some meetings, activities and events in London. Preference may be given to candidates able to work regularly from PBI's UK office in Islington, London.
<b>Reports to:</b>	PBI UK Director or PBI UK Advocacy Manager.
<b>Manages:</b>	Volunteers and consultants as required.
<b>Contract:</b>	Permanent. Please state your preferred working arrangements. We encourage people who are interested in part-time, full-time and flexible working to apply.
<b>Salary:</b>	£24,744 - £30,415 (or <i>pro rata</i> equivalent) dependent upon experience.
<b>Benefits:</b>	Multiple benefits in line with PBI UK's Compensation Principles, including: <ul style="list-style-type: none"><li>● 28 days leave plus public holidays (or <i>pro rata</i> equivalent).</li><li>● 4-6 days of additional office shutdown or annual collective leave per year.</li><li>● Time Off In Lieu (TOIL) Policy.</li><li>● Access to wellbeing support in line with PBI UK's Wellbeing Support Policy.</li><li>● Access to the Government's Cycle to Work scheme.</li><li>● Career development support through 1:1s, training and appraisal processes.</li><li>● Pension contributions with option of additional contributions.</li><li>● PBI UK is committed to ensuring work-life balance for our employees, and will give due consideration to all reasonable flexible working requests.</li></ul>



**How to  
apply:**

Please see at the bottom

### About us:

Peace Brigades International (PBI) is an international NGO with over 40 years' experience providing life-saving protection and support to hundreds of brave human rights defenders who face reprisals because of their activism for social justice. PBI's trademark *protective accompaniment* teams in Colombia, Guatemala, Honduras, Indonesia, Kenya, Mexico, Nepal and Nicaragua are supported by teams elsewhere in the world, such as our UK section (to which these roles are affiliated). We carry out high-level advocacy for laws, policies and practices which support human rights defenders and hold corporations to account, as well as fundraising with an emphasis on trusts and foundations. **Find out more** in our [1-pager](#) about our work, our [global](#) and [UK](#) annual reports, and our [UK strategy](#).

### About the Roles:

- You will work closely with PBI UK's Director, PBI UK's Advocacy Manager and PBI International Co-Executive Directors to ensure that we have the systems, relationships, research and written outputs to effectively fundraise for PBI's global work, as well as to advocate for laws, policies and actions to protect human rights defenders.
- We envisage creating two to three roles to cover all of the work listed below, and will work with successful candidates through the recruitment process and first months in the job to evolve job descriptions, to harness candidate skills and expertise while ensuring hands-on capacity building.
- There will be scope for overlap across work areas and opportunities to gain diverse professional experience. Our innovative recruitment process aims to ensure that you can grow into the role and the role can grow around you! *Learn more in the FAQs below.*
- Day-to-day tasks could include analysis, research, writing, external representation, communications and project management. You will be part of a small team that builds, maintains and harnesses external relations with politicians, donors, civil servants, NGOs, human rights activists and other stakeholders in order to support human rights and environmental change.
- Grant-writing and donor reporting at PBI is less about form-filling and more about concise, creative and persuasive writing. Our policy research is directly applied through our advocacy campaigns. Our communications range from supporter newsletters to political briefing papers. We carry out our advocacy together with global activists on the front line of the issues at stake.
- All staff are given ample opportunities to engage with human rights defenders, social movements and NGOs, as well as opportunities to attend events related to human rights and environmental activism. There will be some potential for work-related travel within and beyond the UK.

**The following responsibilities will be covered across the two to three roles recruited - you are not expected to do all of them.**

**We are interested in the areas you are already experienced in and which you are keen to grow into. You will be expected to cover either two of the following areas, or a number of tasks from across all four areas, and you would work closely with colleagues who are implementing other tasks.**

**Note: We view this section as a guide, not a checklist. We encourage you to apply even if you don't satisfy every single bullet on this list. Please see the FAQs below.**



## **1. Outreach, relationships and partnerships**

- Organise, prepare talking points, participate in, and take notes at meetings and conferences with allies, donors and advocacy targets.
- Draft both proactive and reactive communications such as emails, briefing notes, summaries and pitches to these and other stakeholders.
- Liaise with these stakeholders regarding actions and activities, including emergency responses to threats against human rights defenders.
- Conceptualise and co-organise events aimed at these stakeholders.
- Draft parliamentary interventions including parliamentary questions.
- Liaise with PBI's frontline teams around the world regarding joint activities with human rights defenders, including advocacy tours to the UK, as well as other projects and proposals.
- Represent PBI UK in global PBI meetings and external coalition meetings.
- Logistical and administrative support for PBI's activities in the UK and abroad.

## **2. Writing and communications**

- Design and draft communications campaigns, including for biannual Big Give fundraisers.
- Manage production of and/or draft content for PBI's UK Annual Report and Global Review.
- Draft grant applications and project proposals (grant writing) for private philanthropy.
- Draft grant and project reports for private philanthropy and other supporters.
- Draft pitches and concept notes for private philanthropy and other potential donors.
- Keep PBI UK's website up-to-date and draft online content including articles and interviews.
- Produce PBI UK's quarterly newsletter and other content for our supporters.
- Design campaigns and draft content for social media.
- Liaise with PBI's frontline teams regarding written content for a range of stakeholders.

## **3. Research and policy**

- Parliamentary research and stakeholder mapping.
- Donor research and stakeholder mapping.
- Co-design fundraising priorities together with the UK and International Executive Directors.
- Policy research, co-development of policy positions, and drafting of inputs to policy.
- Draft briefing papers on countries, cases and issues for influencing key stakeholders.
- Liaise with PBI's frontline teams to generate analysis on countries, cases and issues.

## **4. Monitoring and systems**

- Ensure that PBI UK's contact management system is kept up-to-date.
- Keep PBI UK's fundraising plan updated and ensure its implementation.
- Keep PBI UK's fundraising prospect research updated.
- Help ensure that PBI UK's advocacy tracker is kept up-to-date and work with the Advocacy Manager to ensure monitoring, evaluation, accountability and learning of our advocacy.
- Work with the Operations Officer to ensure effective communication and reporting of project implementation to allies, intermediaries and donors.



## About You

### **Successful candidates will have all of the following essential attributes:**

- Proactivity and an ability to work autonomously to solve problems.
- Ability to work as a member of a small team and as part of a larger organisation.
- Understanding of how to communicate effectively to diverse audiences.
- Good diary and time management with ability to juggle multiple deadlines.
- Impeccable attention to detail and excellent research skills.
- Confidence using digital tools for project management and communication.
- Cultural understanding and experience of working with colleagues across multiple locations.
- Knowledge of human rights / environmental issues, and commitment to PBI's principles.

### **Candidates will be expected to have a number of the following essential skills/experience:**

- Excellent written communication in English.
- Strong interpersonal skills, including the ability to develop and maintain key relationships with a range of audiences and experience representing organisations at events or meetings.
- Online and digital communications experience and skills.
- Ability to craft simple, compelling messages related to complex issues.
- Experience working in coordination with other allies and stakeholders, for example through alliances, coalitions and campaigns.
- Experience working with diverse and decentralised teams.
- Experience in event organisation and management.
- Proven experience of working in campaigning, advocacy, fundraising or communications.

### **Preference may be given to candidates with the following additional skills/experience:**

- Working knowledge of the Spanish language.
- Knowledge of UK parliamentary processes.
- Knowledge of the political / human rights context in at least one of the following geographies: Global, Latin America, Southeast Asia, East Africa, or UK.
- Experience working with human rights defenders and Indigenous Peoples.
- Experience applying feminist, intersectional and de-colonialist approaches to work/activism.
- Experience working on issues of corporate accountability and/or defender protection.
- At least one year of relevant experience working in an NGO or other institution.

### **FAQs about the recruitment process:**

*Q. I don't have experience in all of the areas listed above, should I still apply?*

A. Yes! Please use your application to emphasise what of the above you feel you do best.

*Q. What will my role be if I am successful in this process?*

A. Final job descriptions and titles will be agreed together with the successful candidates. A role might be built around skills such as writing and communications, or it might be built around a work area such as advocacy or grants management. It is also possible that two holistic roles might be created but with a division of tasks. No one role will be expected to do everything, and every role will seek to balance existing experience with potential for growth.



*Q. What is the process and timeline for this recruitment?*

- A. We will inform candidates if they've been selected for an interview by April 1, with interviews and tests taking place online April 7 - April 16. We hope to conclude recruitment by April 26 with start dates from June 1. We will assess applications on a rolling basis and retain the right to close the process early, in which case this advert will be removed from our website. All candidates will receive a response, with feedback restricted to interviewees on request.

*Q. If I am successful, how often will I be expected to work from PBI's office in London?*

- A. We are open to applications from candidates wishing to work entirely remotely. However, all candidates should expect to travel to London yearly and maybe more often. Priority may be given to those able to work in London. If your preference is to work in-person, we can guarantee desk space at our office three days per week. Working conditions are negotiable.

*Q. What is the difference between PBI UK and PBI and where do these roles fit?*

- A. PBI is a global NGO made up of teams/sections which work together to enhance the security and impact of the human rights defenders we support. The roles in this advert will be employed by PBI's UK section but will work closely with both PBI's International Secretariat and other sections (including 'frontline teams' providing direct protection to threatened activists) to ensure our UK and global fundraising and advocacy are as effective as possible.

#### **What staff say about working at PBI UK:**

"In PBI UK you work in a compelling environment alongside an empathetic and caring team, who are constantly adapting to the evolving challenges of the work to best advocate for the protection of human rights defenders. No matter what position you hold, your voice will be heard and your ideas valued - it is a place where you can choose to grow in any and all directions to cultivate deep knowledge and an expansive skillset."  
*Yadira Sánchez-Esparza, former PBI UK volunteer & consultant*

"Working with PBI UK is incredibly rewarding. I've had the opportunity to meet and support human rights defenders and community leaders, who shared their stories and hardships with me. I'm so grateful to be able to contribute to raising their voices, and for the trust they instil in me to do so. Their individual and collective defence of human rights is truly inspiring, even when they face the most difficult circumstances and reprisals."  
*Christina Challis, PBI UK Advocacy Manager*

"With a defender-centered approach, and a team that genuinely cares for one another and for protecting and promoting human rights and environmental defenders, it is both a privilege and a joy to be part of PBI UK. Everyone is working towards the shared goal of providing holistic support to defenders at risk. We openly share ideas as a team, and I feel truly supported, both personally and professionally. Most of all, it is an honor to work alongside such brave activists, whose resilience and dedication are deeply inspiring."  
*Lorna Ní Shúilleabháin, PBI UK Programme Support Consultant*

#### **What key stakeholders say about PBI:**

"Without PBI, the work and defence of human rights in Colombia would not have been possible at the level it is today... I think PBI's support was fundamental in saving the lives of many of my colleagues."  
*Sebastián Escobar Uribe, human rights lawyer from CCAJAR, Colombia*



“I think what I most admire about PBI is the fact that you’re very close to defenders in places that are very hostile ... When I started out, PBI was one of the organisations I looked to for ideas. I really like the accompaniment model.”

*Mary Lawlor, UN Special Rapporteur on human rights defenders*

“PBI UK is a strong human rights organisation punching above its weight on a small budget ... Staff overwhelmingly feel a sense of teamwork, trust, and commitment to PBI’s mission ... Stakeholders identified the skills, network, and thematic expertise of PBI UK’s new Director as a significant strength ... Creativity, innovation, out-of-box thinking and a focus on impact were identified by both internal and external stakeholders as key characteristics of PBI UK.”

*External evaluation of PBI UK*

<b>How to apply:</b>	<p>Please send us a <b>copy of your CV, as well as a cover letter</b> of no more than one page, addressing how you meet the essential attributes and telling us about your skills and experiences.</p> <p>Please include your preferred location and working days in the cover letter.</p> <p>Send to: <a href="mailto:admin@peacebrigades.org.uk">admin@peacebrigades.org.uk</a></p> <p>Applications will be assessed on a rolling basis <b>until 8pm GMT, Sunday March 23</b></p> <p>Invitation to interview by April 1</p> <p>W/C April 14 - first round interviews and tests</p> <p>W/C April 21 - second round interviews, if necessary</p> <p>Conclude recruitment by April 26</p>
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