

JOB DESCRIPTION

Job Title:	Coalition Coordinator, Global CSO Coalition on human rights and counterterrorism
Location:	Washington DC (preferred) would also consider New York
Reporting to:	Senior Policy and Advocacy Advisor
Salary:	A competitive INGO salary will be offered
Contract terms and hours:	Fixed term, one-year contract with the possibility of extension dependent on funding Working hours: 37.5 per week

Background:

Saferworld is an independent international organization working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in 10 countries across Africa, Asia and the Middle East. Saferworld USA is a direct affiliate of Saferworld and has been operating since 2015 with a focus on policy and advocacy with U.S. and UN policymakers.

Saferworld is a core member of the **Civil Society Coalition on human rights and counter-terrorism**, an informal group of civil society groups including international human rights, civic space, humanitarian, and peacebuilding organizations as well as regional, national, and local organizations from every region of the world. The Coalition is committed to confronting and reshaping transnational counter-terrorism norm-setting and programming in the UN and other multilateral counter-terrorism fora. Through national level coalition partners, we work to collect further evidence, raise awareness and mobilize those affected by global counter-terrorism measures. In this way the coalition is beginning to create a powerful community that stands against restrictions on the national level while at the same time helping to influence change on the global level.

The coalition features a “core group” of organizations: Amnesty International, ARTICLE 19, the European Center for Not-for-Profit Law, Human Rights Watch, the International Center for Not-for-Profit Law, the International Commission of Jurists, the Open Society Foundations, Rights and Security International, Saferworld, Save the Children, and the Security Policy Alternatives Network.

Job purpose:

The post-holder will:

- Provide dedicated coordination and administrative support to the global CSO coalition on human rights and counterterrorism
- Support efforts to transform transnational counterterrorism to become human rights-centric, inclusive, and transparent,
- Ensure that a diverse representation of national level civil society organisations are included in UN and other multilateral policy processes related to counter-terrorism and human rights
- Support engagement with governments and other stakeholders on human rights, counter-terrorism and security issues to strategically advance key goals
- Support the coalition to present and communicate its goals in multiple fora including social media.
- Support member outreach and diversification of the coalition membership
- Coordinate, develop and hone the strategy for the CSO coalition for 2022-2024 and assist with its delivery.

Illustrative roles and responsibilities:

1. Coordination and Administration

- Serve as coordinator and administrator across CSOs engaging in advocacy targeting the UN and around counter-terrorism related issues
- Support engagement with UN bodies working on counter-terrorism issues and non-UN counterterrorism bodies, such as the Global Counter-Terrorism Forum, FAFT, GIFCT
- Facilitate meetings and engagements for national civil society groups with relevant UN and state officials
- Facilitate meetings and engagements with the coalition and governments on key issues and in key jurisdictions
- Lead outreach towards potential new coalition members

2. Logistics and Planning

- Organize and facilitate regular meetings amongst CSO partners to develop and implement a shared advocacy strategy
- Work with international, national, and local CSO partners to plan events, webinars, and physical and online side-events around UN counterterrorism processes
- Facilitate the organisation of coalition meetings and regular core group meetings
- Prepare funding reports and updates to funders of the coalition
- Organize and plan coalition strategy retreats

3. Information Sharing

- Compile and prepare notes, memos and briefs as needed to ensure information sharing across CSO partners, including read-outs from meetings with UN and state officials
- Ensure two-way sharing of information and inputs from national CSOs. Administer listserv amongst network of CSOs.
- Prepare public statements or common social media threads as agreed among Coalition members.

4. Communication

- Facilitate communications and messaging amongst civil society organizations at the international, regional and national levels around UN counterterrorism processes, and the UN counter-terrorism architecture more broadly.
- Support the creation and maintenance of a website and related online presence for CSO coalition
- Advance and maintain a social media presence for the coalition, write press statements or collective letters as needed.

5. Research

- Provide administration and coordination support for research activities of the CSO Coalition on human rights and counterterrorism
- Support coalition members in developing blogs, vlogs or other outputs
- Map key stakeholders for engagement (states, officials, UN agencies and other relevant global bodies influencing the wider UN Counter-Terrorism agenda

6. Advocacy

- Support the development of overall Coalition advocacy strategy and any state or UN office specific strategy
- Work with key national/regional/local CSOs to include and ensure input and ownership in advocacy planning and participation in advocacy meetings and activities around UN counterterrorism processes
- Facilitate and help plan/develop agendas for advocacy meetings with UN and state officials.
- Attend meetings in New York

7. Training and capacity support

- Assist with the development and facilitation of training sessions and capacity support for national civil society partners;

Key working relationships

Internal

- **SWUSA Team** – managed by and works day-to-day with SWUSA team; task management, project delivery and day-to-day coordination of CSO coalition overseen by Senior Policy and Advocacy Adviser
- **Communications team** – work closely with Comms team when any communication output from the CSO coalition requires a communications strategy, dissemination, or any other comms input
- **Gender and other thematic advisers** – liaise with gender advisers and other thematic advisers when CSO coalition work relates to their thematic briefs
- **Regional teams** – work with regional teams to bring Saferworld expertise into the work of the CSO coalition
- **Funding and Finance Team** – liaise where necessary with funding and finance teams on fundraising, grant management and reporting on related projects

External

- **CSO Coalition** – liaise on a day-to-day basis with members of CSO coalition on related work streams and coalition activities
- **Diplomats at United Nations HQ** – coordinate, facilitate and arrange meetings with counter-terrorism focused UN diplomats; share research, coalition outputs and event invitations;
- **Governments and donors** – maintain friendly relations with allies to encourage them to adopt CSO coalition recommendations, and where appropriate pitch CSO coalition for funding
- **Key contacts at United Nations HQ** – liaise, develop and maintain relationships with key personnel working on counter-terrorism issues at the UN including individuals at UN OHCHR, UN CTED, UN Women, UNDP, UN OCT, UN EoSG, and other UN entities as and when appropriate,
- **Other counter-terrorism related networks and institutions** – liaise with Global Center, IPI, Soufan Center, Wilton Park, USIP, and other related networks and institutions working on counter-terrorism issues at a transnational level

Scope and accountability

Decision making and limits of authority	<ul style="list-style-type: none">• The post-holder will lead on the coordination and administration of CSO activities
Financial resources	<ul style="list-style-type: none">• Support Senior Policy and Advocacy Adviser with financial management of project and activity budgets
People management	<ul style="list-style-type: none">• Coordination of 0-2 consultants as and when required.
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none">• Support Saferworld compliance with SDN/CT compliance requirements• Ensure compliance with organisational policies, procedures and practices.

Person specification

Knowledge, qualifications and experience

- Proven relevant experience, with demonstrable knowledge and understanding of international policy on human rights, counter-terrorism, peacebuilding and civic space
- A degree in international relations, conflict/peace studies, human rights or a similar discipline, or equivalent professional experience
- Particular expertise or experience working in or around multilateral institutions, including but not limited to the United Nations.
- Experience in organising and coordinating conferences or events
- Experience of working with national governments, international organisations, large multi-mandate development NGOs, the corporate sector, and civil society actors – particularly in conflict-affected and fragile contexts
- Solid understanding of key concepts and principles behind human rights, peacebuilding, protecting civic space, and experience of integrating conflict- and gender-sensitive approaches into humanitarian, development and security initiatives in a range of contexts.
- Experience in workshop design, facilitation, training and capacity-building

<ul style="list-style-type: none"> • Track record of influencing policy and/or practice of governments and other actors on peace, security, justice and/or governance themes. • Social media and communication experience
Skills and abilities <ul style="list-style-type: none"> • Strong organisational, project/program management and coordination skills • Demonstrable ability to write research reports, policy papers, briefings and articles, as well as in other styles, as well as communicating in other forms, such as blogs and vlogs • Excellent written and oral communication skills. Fluency in written and spoken English required • Creativity, flexibility, self-motivation and the ability to prioritise workloads to meet deadlines
Personal qualities <ul style="list-style-type: none"> • Commitment to improving international engagement in conflict-affected contexts and experience-based ideas as to how this can be achieved. • Commitment to and compliance with Saferworld's safeguarding principles • Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work • Commitment to own continuing personal and professional development • Commitment to the vision, mission and values of Saferworld
Other requirements <ul style="list-style-type: none"> • Willingness to travel overseas
Application process <p>To apply: Download and complete an application form at http://www.saferworld.org.uk/jobs/jobs and send to jobs@saferworld.org.uk (Ref: CCSO22)</p> <p>Deadline for applications: (applications will be reviewed on a rolling basis so please submit asap)</p> <p>We only accept completed application forms so please do not send your CV</p>