



Centre for Democracy and
Peace Research

JOB VACANCY

Job title: Grants Officer

Reporting to: Board of Trustees

Salary: £35,000 – £36,000 (pro rata)

Hours of work: 17.5 hours

Type of contract: Fixed Term – 12 months (subject to six-month extension)

Closing date: 31 January 2018

About CDPR

Centre for Democracy and Peace Research is a non-profit organisation based in London, which aims to promote the advancement of research, education and human rights.

Centre for Democracy and Peace Research (CDPR) is seeking a Grants Officer to deliver its grants programme to academics at risk. The Grants Officer will work with his/her fellow Grants and Projects Officer under the director of the Board of Trustees administering CDPR's grants programme including liaison with academics at risk and the organisation of emergency grants. The post is part-time (17.5 hours per week) and is based in London.

The successful candidate will have previous experience of human rights related work, working with people from different cultural backgrounds and knowledge and experience of the security needs of academics and human rights defenders at risk. Very good political judgement and knowledge of the human rights situation in Turkey is required. Excellent written and oral communication skills in English and in Turkish are required and while not essential, knowledge of Kurdish is an advantage.

The closing date for applications is: **31 January 2018**

This position is a fixed-term position for 12 months, starting as soon as possible. Applicants must be eligible to work in the UK.

Applications, comprising CV and cover letter setting out how the applicant is suited to the role should be sent in English to: info@cdpr.org.uk. Please ensure to put "Grants Officer" in the subject of the email.

Job description

- Liaising with applicant human rights defenders and academics at risk in a secure and sensitive manner on the preparation of grant applications;
- Preparing an analysis of each application received to ensure they are valid and potentially effective, including checking for duplicate applications where appropriate, in order to inform decision-making by the Board of Trustees;

- Administering CDPR's systems and procedures for providing grants to academics at risk in Turkey;
- Liaising with the partner organisation regarding the payment of grants, including emergency grants, and maintain meticulous financial and other records;
- Maintaining contact with individuals which have received grants and ensure that CDPR receives adequate reporting on how grants have been utilised;
- Producing necessary evaluation and analysis reports with regard to the CDPR's grant making activities and the human rights situation in Turkey;
- Undertaking other relevant tasks and projects specified by the Board of Trustees

Person specification

- One to three-year demonstrable work experience in a relevant field; preferably in the field of human rights;
- Strong interest in human rights and social justice issues
- Very good knowledge and understanding of the human rights in Turkey and the situation of academics at risk
- Commitment to CDPR's goals and mission
- Excellent written and oral communication skills in English and Turkish; knowledge of Kurdish is desirable.
- Track record of strong and consistent attention to detail while managing a large portfolio in a fast-paced, complex environment
- Excellent IT skills including the use of Microsoft Excel, Word, Outlook and PowerPoint.
- Strong code of ethics and trustworthiness; ability to function at the highest degree of discretion
- Sensitive to multi-cultural issues and strong interpersonal skills
- Excellent time management and problem-solving skills
- Action-oriented and takes initiative
- Willingness to contribute to a positive, respectful, inclusive work environment
- Willingness to travel outside the UK for various meetings
- Playing a crucial role in organising CDPR events
- Administering and keeping up to date the CDPR's social media pages and produce funding related content for the CDPR website and newsletter
- Undertake any other duties commensurate with the grade and level of responsibility of this post for which the post holder has the necessary experience and or training.
- Able to work under pressure, meet deadlines and work on own initiative.

Other: Undertake training and professional development as and when required.