

## JOB DESCRIPTION

### AMNESTY INTERNATIONAL SECRETARIAT

**AMNESTY  
INTERNATIONAL**



<b>JOB TITLE</b>	Director, Europe Regional Office
<b>PROGRAMME</b>	Europe Regional Office
<b>LOCATION</b>	Strong preference for London but open to other European locations with an Amnesty presence
<b>JOB PURPOSE</b>	<p>Responsible for leading and overseeing our work in the countries of the European Union, the Balkans and Turkey through a high capacity International Secretariat presence located in London and Brussels. This means being responsible for leading the development and implementation of integrated strategies to deliver human rights impact in, on and across relevant countries in the region, ensuring they are coherent with globally agreed strategies and priorities and undertaken in collaboration with other key stakeholders, within and outside Amnesty International. As part of achieving this, you will be responsible for ensuring the integrated working of multi-functional offices delivering on effective research, advocacy, campaigning, communication, movement building, growth, fundraising and key relationship-building strategies. You will also represent the organization, strategically advocating our positions and building partnerships. As a member of the Amnesty International Management Team you will actively participate in the leadership, management and development of the International Secretariat and global movement.</p>
<b>DIRECTORATE OR PROGRAMME PURPOSE</b>	<p>The Europe Regional Office (ERO) delivers research, advocacy, campaigning, communication, movement building and supporter growth to improve human rights practice in the European Union, the Balkans and Turkey. The office also advises, supports and otherwise works very closely with the large number of Amnesty International offices in the region, and works with the broader Amnesty International movement to achieve positive change in the region and strengthen human rights globally.</p>
<b>INTERNATIONAL SECRETARIAT PURPOSE</b>	<p>The IS, which operates from a number of sites around the world, gathers and communicates accurate and action-oriented human rights information globally. We campaign for meaningful human rights change; enable effective human rights activism and work to persuade governments and other actors to uphold</p>

universal human rights standards. We provide strategic leadership, support and advice to the AI movement globally, fostering AI's contribution, presence and public accountability throughout the world.

## **WORKING RELATIONSHIPS**

**Reporting to** Deputy Secretary General

**Posts this job manages** Deputy Directors for Research and Campaigns, Head of European Institutions Office, Senior Advisors for Organisational Development, and other programmes, finance and administrative staff, senior advisors, interns, volunteers and/or consultants as appropriate. Within the IS, the role works particularly closely with the Regional Director for Eastern Europe and Central Asia. The Regional Director also works closely with leaders of Amnesty International sections in the region.

## **MAIN RESPONSIBILITIES**

### **Leadership and Management**

- Oversee the management of the Regional Office, ensuring effective and cohesive working across an integrated team
- Scan the external world for opportunities and threats, maintain an overview of legal, political, human rights and other relevant developments within the region
- Provide strategic leadership for the work in the region, including how to capitalize further, through collaborative ways of working, on Amnesty International's strong national presence in this region
- Establish and maintain close and effective working relationships with Amnesty International national sections in the region
- Enhance Amnesty International's profile and presence in the region, including by driving the strategy for mobilization and growth of the movement in the region, playing an oversight role as necessary
- Represent Amnesty International externally, building relationships and undertaking advocacy
- Recruit and manage the management team of the Regional Office, and ensure they are empowered, supported, their performance is managed and talent nurtured
- Establish and promote an organizational culture of collaboration and cohesion within the office and with other offices/programmes in the International Secretariat
- Play a key role within the Regional Oversight Group, composed of internal and external experts
- Ensure that the values, standards and priorities of Amnesty International are instilled in staff and adhered to

- Ensure compliance with globally developed quality assurance and impact assessment methodologies to ensure consistency and impartiality, and measure human rights impact within the region
- Ensure the timely delivery of agreed plans and that the team reports with sufficient clarity and detail on the impact of their work, including to funders
- Be accountable for all outputs from the Regional Office in line with globally agreed standards, including research, law and policy standards
- Oversee the strategic allocation of the Regional Office's resources - supporting, supervising and empowering budget-holders in the region to use financial resources strategically and efficiently
- With support from relevant colleagues in Finance, ensure budget-holders' compliance with relevant laws, policies and practices and ensure best practice, including good financial and risk management and regular financial audits as required
- Be accountable for duty of care of staff, including where necessary, the development and implementation of internal security, health and safety and human resources policies and standards
- This is not an exhaustive list of duties. Flexibility is required, and the post holder is expected to carry out any other related duties that are within the employee's skills and capabilities whenever reasonably instructed.

#### **WHAT DOES SUCCESS LOOK LIKE IN THIS JOB?**

- The Europe Regional Office operates effectively, delivering high quality and strategic research, campaigning, advocacy and media outputs aligned with Amnesty International's strategic priorities
- Outputs of the European Regional Office, through strategic leadership, are closely aligned and developed with national sections and other key stakeholders both internal and external to Amnesty International
- The Europe Regional Office is visible and respected within and outside Amnesty International, and external and internal stakeholders engage with the Regional Office to institute human rights reforms
- The internal culture of the Europe Regional Office team is one of empowerment and where talent is nurtured
- The Europe Regional Office functions smoothly and effectively, contributing to the implementation of Amnesty International's global mission

#### **SKILLS AND EXPERIENCE**

- Demonstrated experience representing an organization at senior level, advocating positions with authority and credibility and dealing with media in the region
- Understanding and/or experience of campaigning and/or mobilization and high quality research
- Substantial experience of living and working in the region, and the ability to travel regularly
- Strategic thinker with a developed capacity to build and convey the “big picture” while enabling others to identify the implications of this for their daily work
- Ability to inspire, motivate and empower others; ensuring delivery under pressure while building collaboration
- Exceptional interpersonal skills, with demonstrated experience in supporting, empowering and leading staff
- Well-developed communication, presentation, advocacy and representational skills for diverse audiences, including donors and the media, and the ability to influence
- Willingness to be accountable and to receive and give performance related feedback
- Ability to manage financial resources including setting, managing and monitoring plans and budgets
- Proven ability to work under pressure including coping with deadlines, multiple tasks and competing demands
- Excellent political judgment
- Written and oral fluency in English is essential; and in other relevant languages is desirable
- Ability to work in a manner that is consistent with the organization’s core behaviours and competencies
- Personal credibility, with a professional demeanour that generates the trust and confidence of managers, staff and external stakeholders
- Record of leading by example and demonstrating a high degree of integrity and emotional intelligence
- High level of resilience and drive, with the ability to be flexible and work in a changing environment
- Inclination to set themselves and others challenging but achievable targets
- Ability to see links and opportunities that others might miss, and uses new approaches, theories and technologies to develop innovative solutions, taking calculated risks to enhance impact
- Ability to engage and influence, using a challenging but respectful approach, including when leading change and dealing with conflict, brokering solutions in order to achieve goals
- Personal engagement with human rights and social justice

- Ability to use participatory approaches and methodologies

#### HOW WE WORK – OUR BEHAVIOURS:

Our organisational culture; which essentially represents how we behave, our working relationships and our ability to collaborate as a movement, underpins everything we do and is pivotal to the success of our impact.

Our five behaviours form the basis of the type of culture we want to have in Amnesty:

- **Accountable** - I consistently strive to reach my goals in a thorough, timely way that I can be proud of, and I re-empower others to do the same.
- **Considerate** - I support my colleagues and try to find out what motivates them to do their best, and what pressures they are under, so that I can consider this when we work together.
- **Creative** - I continuously look for new and creative solutions and encourage others' ideas so that we can adapt and succeed in an ever-changing and uncertain global environment
- **Decisive** - I make sound judgements within my work so that a project or activity can progress with pace and confidence.
- **Respectful** - I treat my colleagues with equality and dignity, and assume they have integrity. I value the different perspectives of my colleagues as well as my own and show them that their contributions and expertise matter.

#### EQUALITY STATEMENT

Equality and diversity is at the core of our values and staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

#### CONFLICT OF INTEREST

Public or other activity, affiliation to or support for any group or organization, personal association or other factor which may generate a real or perceived conflict of interest with Amnesty International's principles (specifically independence and impartiality), or raise a security concern, or otherwise prevent the candidate from carrying out key functions of the specific post and would therefore disqualify the candidate from being appointed.

