

## **Human Rights Consortium Scotland**

### **Job Description and Person Specification**

#### **Director**

<b>Hours:</b>	32 hours per week – full time Hours can be worked flexibly. Occasional evening work and travel is required.
<b>Term:</b>	Permanent
<b>Pay:</b>	£47,500 p.a.
<b>Pension:</b>	9% employer pension contribution
<b>Annual leave:</b>	38 days a year annual leave
<b>Location:</b>	Based at our Edinburgh office space at 66 Hanover Street, Edinburgh EH2 1EL.  HRCS is a hybrid organisation and all requests for flexible working will be considered.  Can include homeworking with at least 2 days per week in Edinburgh office.

**Other terms and conditions as per HRCS standard contract.**

## **About the Human Rights Consortium Scotland (HRCS)**

The HRCS ([www.hrcs.org.uk](http://www.hrcs.org.uk)) is Scotland's civil society network which has been established to defend and promote human rights. HRCS aims to defend and promote human rights for everyone in Scotland and beyond. We work towards two goals:

- To be a strong collective civil society voice on human rights.
- Civil society has what it needs to defend and promote human rights in Scotland.

After being 'incubated' by Amnesty International, the Consortium became a standalone organisation in 2020. Now in a period of steep growth in membership, reputation and activity, this is an exciting time to join this young organisation as its next Director.

HRCS works in partnership with our 220+ member organisations to share information and understanding, hold events, commission research, joint reports, media or submissions - whatever works best - to advocate for the respect, protection and fulfilment of human rights in Scotland through progressive incorporation.

HRCS's current Strategy is outlined below:

### **Organisational Objectives**

HRCS is a human rights-based organisation.

HRCS secures sustainable and independent funding for the next three years.

Our key stakeholders know who we are, what we do and our impact.

Our Annual Human Rights Conference achieves its purpose of: accountability; building connections; raising awareness of HRCS.

Our primary influencing objective is to lobby the Scottish Government to develop a strong and effective Scottish Human Rights Incorporation Act.

Whilst our members have the information and understanding that they need in order to defend and promote human rights effectively.

## **Director's Job Description**

The Director is the senior executive role within HRCS. The post works in partnership with the HRCS Board of Trustees to ensure the ongoing strategic development of the organisation in line with its mission, vision and values.

The Director has overall responsibility for a wide range of functions including:

- Policy, lobbying and influencing
- Membership Development
- Business Development
- Income Generation
- Communications
- Governance and Strategic Planning
- Management of Finance and Resources
- Staff Management including recruitment and retention
- Health and Safety

HRCS has small staff team which supports the Director by focusing on the delivery of the operational plan.

Currently the team includes a part-time Business Development Lead and full-time team support/ admin post and a part-time Participation Officer within the Migrant's Project. The Board anticipate further growth in the team as additional funding is secured.

Specifically, the HRCS Director's role includes the following:

### **Strategy and Leadership**

- Work in partnership with the Board of Trustees to provide vision and leadership to the organisation and ensure the effective delivery of HRCS' strategic plan.
- Establish and maintain a positive human rights culture within the organisation to meet current and future challenges.
- Work with the Board of Trustees and other stakeholders to develop the strategy for the organisation within the external funding and policy environment.

## **Governance**

- Ensure the effective management of financial resources, ensuring that the organisation has a sound approach to financial management.
- In partnership with the Chair of the Board of Trustees develop and deliver a robust annual agenda for the Board.
- Provide a range of reports to enable responsible Board decision making including: strategic implementation and review, financial and resource management, policy and lobbying work, business development and other income generation opportunities.
- Develop and maintain a robust corporate risk register.
- Ensure that HRCS complies with all the constitutional, legal and regulatory standards of a Scottish Charitable Incorporated Organisation (SCIO) Tier 2.

## **Policy and Influencing**

- Promote the progressive realisation of human rights in Scotland through the provision of advice, guidance and information on the application of existing human rights legislation. Continue and expand advocacy and lobbying for the incorporation of human rights legislation into Scottish law.
- Analyse, distil and respond to relevant legal and policy developments to pursue a human rights perspective
- The development and maintenance of positive working relationships with a wide range of stakeholders including:
  - Scottish and UK elected representatives and key civil service personnel
  - Representatives of national human rights institutions, Third sector umbrella bodies, membership organisations and other interested national and international voluntary, public and private sector organisations.

## **Business Development and Income Generation**

- In collaboration with the Business Development and Income Generation Lead:
  - Develop and actively pursue an income generation strategy to ensure sufficient resources for the continuation and expansion of HRCS.

- Maintain and expand relationships with current and new funding sources

## **Stakeholder Relationships and membership involvement**

- Develop and manage excellent working partnerships with a diverse range of government and civil society stakeholders as listed above.
- Ensure that there are opportunities for member organisations to contribute their expertise and knowledge on human rights issues and to the policy, advocacy and lobbying activities of HRCS.
- Ensure that policy and advocacy activities include the participation, voices and 'lived experience of rights holders. This may involve developing thematic approaches to human rights issues.

## **Involvement, Engagement and Co-production**

- Work with Consortium staff and other stakeholders to enable rights-holders' voices and expertise to be heard and understood by key decision-makers and to influence their priorities and actions.
- Develop the Consortium's and our members' approach to the human right to participation.
- Develop specific participation thematic projects, based on the views and advice of partner organisations and individual rights holders.

## **Communications**

- Develop and implement an ambassador's role for HRCS, provide a 'public face' for HRCS and ensure that key messages are communicated and promoted successfully.
- Personally undertake or supervise all contact with media outlets to ensure that messages are clear and within the values and vision of HRCS
- In collaboration with the Administrator/Communications post holder:
  - Manage the resources devoted to communication with members through podcasts, webinars and other meetings or forms of engagement.
  - Oversee social media communications.

## **Other**

- Carry out other responsibilities as may be required from time to time under the direction of the Board of Trustees.

## **Person specification**

### **Knowledge, skills and experience**

#### **Essential:**

- A demonstrable passion for and interest in human rights and their use in improving the lives of people in Scotland
- Excellent understanding of existing human rights treaties and conventions and the expectations of duty bearers
- A proven track record of working closely with a Board of Trustees to develop and deliver organisational strategy, corporate governance, financial management, human resources and risk management
- Excellent understanding of the political and policy landscape in Scotland
- Proven writing and presentation skills. At interview stage candidates will be asked to provide evidence of their skills and make a short presentation.
- Experience of influencing at a senior level including working with senior government officials and ministers in the development and delivery of policy.
- Enthusiastic approach to work, including proactive problem-solving and conflict resolution skills.
- Excellent understanding and/or experience of vital aspects of successful partnership working with civil society organisations and groups.
- Experience of staff management; excellent interpersonal and teamworking skills
- Excellent oral and written communication skills; the ability to communicate complex ideas in an accessible and engaging way.
- Ability to organise and manage own workload and ensure that deadlines are met,

#### **Desirable:**

- Experience of human rights advocacy, speaking up about rights infringements including discrimination, or campaigning/working for legal or policy change
- Excellent knowledge and understanding of different participation methodologies and tools, both for in-person and online working

- Experience of working in partnership with national human rights institutions and other external agencies such as the United Nations and universities to progress the realisation of human rights.

## **Values and approach**

### **Essential:**

- A demonstrable attitude of continual learning and reflection in the approach to work
- A passionate commitment to taking a human rights-based approach by promoting equality, non-discrimination and participation.
- A passionate commitment and determination to see human rights realised for everyone.

HRCS is committed to equality/equity, diversity and inclusion in all that we do and has an anti-racist policy and strategy.

The application form and Equal Opportunities Monitoring Form should be completed and emailed by Sunday 23<sup>rd</sup> March to [admin@hrcscotland.org](mailto:admin@hrcscotland.org)

Interviews will be held in person on Thursday 10<sup>th</sup> or Friday 11<sup>th</sup> April at:

HRCS Office  
c/o Amnesty International  
2<sup>nd</sup> Floor  
66 Hanover Street  
Edinburgh  
EH2 1EL