

## ROLE PROFILE

<b>JOB TITLE:</b>	ECA Officer	<b>REPORTING TO:</b>	Protection Manager
<b>TEAM:</b>	Protection	<b>DATE:</b>	May 2025
<b>LOCATION:</b>	Remote (in ECA region)	<b>CONTRACT TYPE:</b>	2 years Fixed-term Contract
<b>WEEKLY HOURS:</b>	Full time, 35 Hours	<b>SALARY:</b>	Grade 6 (Point 1 - €37,430)

### Principal Objective of the Team and Role:

**Team Purpose:** The Protection Team, through Protection Coordinators, Officers and Managers, drive the organisation strategic priorities on behalf of HRDs in each of the countries/regions. The Protection Team is primarily responsible for Front Line Defenders' outreach to human rights defenders (HRDs) at risk, managing and nurturing these crucial relationships through their presence in all the world regions. The team coordinates and directs the protection work in the countries/regions, and hold the strategic overview of the various context and trends. The team is responsible for undertaking rapid advocacy actions (urgent appeals, statements and other advocacy submissions and initiatives) and directing, coordinating and supporting the various holistic protection responses (advocacy, digital, security, visibility, well-being, rest and respite, relocation and grant-making) via close collaboration with the various teams. The Protection Team is also responsible for conducting research on HRD protection trends (annual Global Analysis) and for the secure and accurate recording and storing of HRD related data.

**Role Purpose:** The ECA Officer will support the Protection Team's response to human rights defenders at risk in Europe and Central Asia (ECA). This position will involve close collaboration with ECA Protection Coordinators, Protection Manager and Head of Protection offering assistance with protection work, research, and administrative duties. Responsibilities include, but are not limited to conducting research on cases and the risks faced by defenders, drafting various reports and appeals, updating the Front Line Defenders' database, note taking, communicating with defenders, as well as providing language support through the translation of documents and consecutive interpretation during online or in-person meetings.

### Responsibilities:

#### Protection (35%)

- Provide support to the Protection Coordinators in outreach and correspondence with defenders, incl. responding to defenders' queries and following-up on their requests with different FLD teams
  - Input HRD-related and case information (case updates, outputs) to the Front Line Defenders' database and ensure that it is kept up to date
  - Provide coverage for Protection Coordinators when they are on mission, or not available for other reasons, including attending meetings with various stakeholders and allies
- Provide input and support for annual planning of the work in the region.

### **Research and Analysis (30%)**

- Undertake desk research on cases of defenders, situation of HRDs at risk in the region; assist with gathering and verification of information
- Compile and draft as requested briefings, reports, urgent appeals/updates, statements, or other materials
- Gather relevant information on trends related to security of HRDs in the region and their holistic support needs
- Support Protection Coordinators in identifying areas for proactive outreach, crafting strategic response to different groups of defenders and specific cases.

### **Administrative (35%)**

- Notes taking at meetings with defenders, other organisations representatives and at internal FLD meetings
- Input HRD related information on the FLD database
- Assistance with administering production of ID cards for HRDs
- Providing logistical assistance for HRDs, including to attend FLD activities
- Providing language support as necessary, including translating documents, consecutive interpretation for human rights defenders
- Other comparable duties as may be required by Protection Coordinators and Protection Managers.

*This job description is intended as a summary of the primary responsibilities of and qualifications for this role. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform based on requirements either now or in the future.*

### **Reporting Structure:**

Directly: Nil

Indirectly: Nil

### **Key Relationships:**

Internal: Protection Coordinators, Protection Officer, Protection Managers, Head of Protection, FJ Fellow, HRD Memorial Coordinator, relevant colleagues from other FLD teams who work on ECA

External: HRDs, regional and local organisations

### **Person Specification**

#### **Knowledge, Skills & Experience:**

#### Essential:

- Knowledge of human rights context in ECA region
- Minimum 3 years of experience working with defenders, civil society from the region on protection and other needs
- Analytical skills, ability to search for information throughout different sources, verify it and organise into advocacy documents

- Good writing skills, including ability to produce high-quality reports and correspondence;
- High level of written and spoken English;
- Good time management, ability to plan and prioritise work on the tasks, and ability to accommodate emergency tasks within the workplan
- Ability to work independently and as part of the team
- Good level of political judgment, especially in the context of casework, eg. ability to defend the case based on the analysis of the context and FLD mandate
- Self drive, initiative and capacity to pro actively support HRDs
- Ability to manage high-pressure situations while maintaining professionalism and responding to emotionally demanding challenges.

Desirable:

- Direct experience with holistic protection and engagement with HRDs, including digital, physical, risk assessment and well-being
- Working knowledge of one or several languages used in the region, including Serbo-Croatian, Ukrainian, Kazakh, Kyrgyz, Georgian.

**Other requirements:**

- Residing in one of the countries of the ECA region, with the legal right to work in the country of residence.
- Ability to undertake occasional travel in the region for the role
- Ability to undertake occasional travel to **Dublin or Brussels for internal meetings**

**Competencies:**

1. Commitment to our Work
2. Responsiveness to HRDs
3. Communication with each other
4. Building Collaborative Working Relationships
5. Exercising good judgment

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