



## **JOB SPECIFICATION**

### **PROGRAMME COORDINATOR AND ANALYST**

### **THE GLOBAL BUSINESS INITIATIVE ON HUMAN RIGHTS (GBI)**

Full time remote | Commencing 1 April 2023 | Applications close 16 February 2023

The Global Business Initiative on Human Rights (GBI) is seeking a Programme Coordinator and Analyst to join our dynamic team and support our expansion plans. The successful applicant will be expected to have a minimum of five years' experience working in business and human rights.

The role will involve working closely, but remotely, with the core team, GBI's advisors, our corporate members and our networks and partners in diverse geographies to deliver key aspects of our work. It offers an exciting opportunity to continue to grow GBI's highly regarded peer learning and external engagement work and engage with key developments in the field.

Reporting to the CEO this role includes:

- Supporting the planning and delivery of our key member peer learning meetings and working groups;
- Preparing and holding webinars for member companies;
- Supporting team members in preparing key deliverables for our external engagement and executive engagement programmes;
- Writing reports from the meetings and events we hold with internal and external stakeholders;
- Providing research on emerging issues in the legal and regulatory environment, the practice of business and human rights and related topics.

The post is envisioned as an employment contract, but depending on location the successful applicant may be a contractor with equivalent benefits.

Candidates will need to display excellent oral and written communication skills and have significant experience of facilitating large and small groups. You should have a strong background in working in business and human rights and be highly knowledgeable about the UN Guiding Principles on Business and Human Rights (UNGPs) and their implementation in practice within a business context. You need to have a strong interest in working with and learning from business around the world.

You should have a minimum of five years' experience in business and human rights practice and a strong interest in working with companies and on international human rights issues. The ability to work independently and remotely while functioning as a member of a small team is essential. Availability to attend and lead in-person meetings abroad is a requirement.

## Linking our work, our team culture and diversity, equity and inclusion

We are very proud of our team culture at GBI. Respect for everyone we work with and everyone our work impacts runs through everything we do. Members of our team actively support each other's professional growth and intellectual curiosity. We work in an inclusive, encouraging environment which helps us to incubate new and better solutions to continuously improve our work and its impact.

GBI works to ensure all positions within the organisation are accessible to all, regardless of race, colour, national origin, ethnicity, age, disability, assigned gender, gender expression or identity, sexual orientation or identity, religion or creed, and marital or parental status. We strongly encourage recruitment of team members (whether employed or contracted) with diverse backgrounds and life experiences.

If you have any questions about our team, how we work and diversity, equity and inclusion in practice within the organisation, please email [jo.reyes@gbihr.org](mailto:jo.reyes@gbihr.org).

## THE ROLE

- **The opportunity:** The successful candidate will receive an initial probationary contract for three months and a full contract on satisfactory completion of the probation period. You will be inducted, supervised and supported by GBI's leadership team, and have opportunities to interact with GBI's members and advisors, and with business practitioners and partner organisations in diverse geographies.
- **Location:** It is preferable for team working purposes, reduced travel and carbon footprint that you live in the UK. We will consider applications from those living in time zones within 2 hours of GMT. You must have the right to work in your location.
- **Remuneration:** The remuneration bracket for this role is £45,000-47,500.00 per annum plus benefits, dependant on experience. More details can be provided on application.
- **To apply:** email Jo Reyes, GBI COO, at [jo.reyes@gbihr.org](mailto:jo.reyes@gbihr.org) **no later than 17:00 BST on 16 February 2023** with a covering letter explaining your experience, interest and motivation, and appending your CV.

Initial interviews will be carried out remotely. If we invite you to interview for this position, GBI will reimburse any carer's costs or IT access costs incurred to participate in the interview. Please email [jo.reyes@gbihr.org](mailto:jo.reyes@gbihr.org) to ensure we can accommodate any access or support needs.

## CANDIDATE SKILLS AND REQUIREMENTS

| CRITERIA                             | STANDARD  |
|--------------------------------------|---|
| Knowledge                            | <ul style="list-style-type: none"> <li>• Expert-level knowledge of the UNGPs (essential).</li> <li>• Strong familiarity with emerging company human rights practices across diverse industries and geographies (essential).</li> <li>• Professional experience of working with business and managing relationships with company representatives and other stakeholders (essential).</li> <li>• Postgraduate degree in a relevant discipline.</li> </ul> |
| Experience                           | <ul style="list-style-type: none"> <li>• 5 years practical experience working in business and human rights.</li> <li>• Facilitation and training experience (essential).</li> <li>• Legal training or experience in legal practice (desirable).</li> </ul>  |
| Strong analytical skills             | <ul style="list-style-type: none"> <li>• Ability to analyse and synthesise information.</li> <li>• Ability to extract key insights and create new knowledge.</li> </ul>   |
| Language skills                      | <ul style="list-style-type: none"> <li>• Fluent English: reading, writing and speaking (essential).</li> <li>• Other language skills – French, German, Japanese, Portuguese, Spanish (desirable).</li> </ul>  |
| IT skills                            | <ul style="list-style-type: none"> <li>• Proficient computer skills, including Microsoft Word, Outlook, Excel, online engagement platforms (e.g., Teams, Zoom, Hubspot) and online research tools (essential).</li> </ul>   |
| Initiative                           | <ul style="list-style-type: none"> <li>• Ability to use own initiative and to work independently and remotely.</li> <li>• Ability and willingness to adjust work quickly and efficiently in response to feedback.</li> </ul>  |
| Team and organisational skills       | <ul style="list-style-type: none"> <li>• Ability and willingness to work effectively as part of a small, close-knit team. Good team player, collaborative and oriented to find solutions to problems and be supportive of colleagues.</li> <li>• Strong work planning and project management skills.</li> <li>• Availability to attend and lead in-person meetings abroad will be a requirement.</li> </ul>   |
| International knowledge and interest | <ul style="list-style-type: none"> <li>• Interest in human rights, business and international affairs.</li> <li>• General knowledge of international social and environmental issues.</li> <li>• Established network in the business and human rights community at global level (desirable).</li> </ul>   |
| Conflict of interest                 | <ul style="list-style-type: none"> <li>• No activities or membership/affiliation with organisations in conflict with the aims and objectives of GBI which may jeopardise its reputation, impartiality and independence (essential).</li> </ul>  |
| Confidentiality                      | <ul style="list-style-type: none"> <li>• Commitment to confidentiality and willingness to sign a binding confidentiality agreement (essential).</li> </ul>  |

## ABOUT THE GLOBAL BUSINESS INITIATIVE ON HUMAN RIGHTS (GBI)

GBI is a unique business-led organisation founded in 2009, committed to advancing respect for human rights through peer learning and by strengthening business practice. We do this by sharing leading practice, examining challenges and potential solutions, and ensuring our members have greater insight into emerging trends and issues.

GBI comprises a community of business practitioners from diverse business functions who are responsible for leading member companies' human rights journeys. We convene multiple times a year (in-person and remotely) and regularly engage with representatives of other companies, organisations, governments and civil society so that members and the GBI team can add value to ongoing efforts to address governance gaps and advance business respect for human rights.

Our work to inform good practice, inspire corporate commitment and build capability to advance business respect for human rights builds on the UN Guiding Principles on Business and Human Rights, the OECD Guidelines for Multinational Enterprises and other relevant international standards.

Visit [www.gbihr.org](http://www.gbihr.org) for more information on our work, our team and our members.

