



RESEARCHER AND COORDINATOR

The Global Business Initiative on Human Rights (GBI), which brings together 20 multinational companies seeking to strengthen their respect for human rights, is seeking a reliable and motivated Researcher and Coordinator. It's a great opportunity to break into the business and human rights field in a leading and respected organisation. You will need a strong interest in business and human rights, as well as excellent research, writing, audio-typing and organisational skills. The successful candidate will be very efficient and a good communicator, and able to work independently, flexibly and remotely in a highly professional, small team environment. It's a demanding role in a committed team, and there may be scope for advancement. The role equates to four days per week, though some flexibility is required throughout the year due to fluctuations in our workflow.

Working with our core team in the UK, the Researcher and Coordinator will spend approximately half their hours supporting programmatic work and half supporting the operational running of the organisation and its governance. You will:

- Carry out research to support the programmatic work of the organisation, including legal and policy developments, regional and international trends
- Write first drafts of reports, as well as doing proofreading, editing and formatting work
- Assist with the organisation's external communications and profiling
- Act as an assistant to our CEO, Chair, Advisors and the GBI Steering Group
- Provide and coordinate secretarial services to our core team
- Organise logistics for events and meetings, including regional workshops
- Maintain GBI contact directories, databases and our business and human rights and sustainable business events calendar
- Take responsibility for invoicing and working with accountants on credit control and basic finances
- Assist in managing project budget lines, insurances and PAYE
- Be responsible for IT and basic web and intranet maintenance

Role

The commitment: Equivalent of four days per week, but flexibility required to allow for changes in the organisation's workflow. Ideal start date 3 February 2020.

Location: Mostly remote work – preferably based near London for ease of team meetings.

Salary and benefits: £28,000 per year pro rata to four days per week. Details of pension scheme, performance-related bonus scheme and other benefits available on application.

To apply: Email jo.reyes@gbihr.org by **20 December 2019** with a cover note explaining your interest in working with us and attaching your CV. GBI is an equal opportunities employer.

ABOUT GBI

- **What we are:** The Global Business Initiative on Human Rights is a global, cross-industry business-led organisation focused on advancing corporate respect for human rights around the world.
- **What we do:** GBI shapes practice, inspires commitment and builds capability to implement respect for human rights, in line with the UN Guiding Principles on Business and Human Rights.
- **Who we are:** GBI comprises a committed group of multinational corporations operating in diverse industries and regions. GBI members convene multiple times per year, in person and remotely, through a unique programme of peer learning and global engagement work that supports them to deepen, strengthen and share their progress.
- **Where we operate:** In addition to member meetings in countries where our members are headquartered, GBI engages in external work through organising, participating in and contributing to business and human rights meetings in different parts of the world.
- **Our reach:** GBI engages regularly with others across business, government and civil society where members and the team can add unique insights and deep experience to address governance gaps and promote corporate respect for human rights.
- **Our membership:** The organisation has grown from six founding companies and is now led by 20 major multinational companies. GBI members are supported by our CEO, expert team, Chair, network of advisors and Steering Group.



- **Our approach:** GBI is known and respected for our [high-quality peer learning](#), our external engagement work around the world and our practice-based approach to implementing respect for human rights.

CRITERIA	STANDARD
Commitment to and interest in human rights	Interest in and commitment to promoting human rights. An interest in business and human rights would be preferred. General knowledge of international social issues.
Research and analytical skills	Excellent research and analytical skills to support the team's peer learning and external engagement programmes of work.
Report writing	Proven ability to synthesise and present initial drafts of reports from events and webinars.
Personal Assistant and secretarial skills	Providing efficient support to CEO, Chair and Steering Group and assist team with secretarial matters such as call scheduling with members, taking accurate call or meeting notes and writing up accurate, impartial minutes.
Flexibility	Ability to work some flexible hours due to fluctuations in workflows. Ability to travel to events and team meetings in the UK essential.
Language skills	Fluent English: reading/writing/speaking. Other language skills useful.
Self-initiative	Ability to use own initiative and to work independently and remotely. Ability to adjust work quickly and efficiently in response to feedback.
Team skills	Ability and willingness to work effectively as part of a small team working remotely.
Organisational and financial skills	Experience of organising and prioritising own work. Experience of logistics/event planning. Experience of managing budgets.
Audio typing	Ability and willingness to undertake significant periods of accurate audio touch-typing.
Conflict of interest	No activities or membership/affiliation with organisations in conflict with the aims and objectives of GBI which may jeopardise its image, impartiality and independence (essential).
Confidentiality	Accept need for confidentiality and willingness to sign confidentiality agreement.
Experience	Law or other related degree or qualification. Minimum 1-2 years' experience working inside a business or organisation (employed or internship-based) preferred.
Right to work in the UK	You must have the right to work in the UK.