



EXCITING OPPORTUNITY TO JOIN THE TEAM AT THE GLOBAL BUSINESS INITIATIVE ON HUMAN RIGHTS (GBI)

GBI Manager | full time | expected start date 6 September 2021

Applications close 17:00 BST 26 May 2021

GBI has been expanding what we offer our members and our global engagement with the business and human rights agenda and, as a result, we are now seeking a new manager to join our team in a highly varied role within the organisation.

We are looking for a reliable, self-motivated, enthusiastic full-time team member to join us from early September 2021 to work across our programmes. The GBI Manager will work closely, but remotely, with the core team, together with international advisors, corporate members and our networks.

Reporting to the CEO, the manager will help to:

- plan GBI member peer learning meetings
- plan external engagement opportunities in different parts of the world
- run webinars, discussion groups and working groups for GBI members
- organise GBI engagement at key events, including the UN Annual Forum on Business and Human Rights and regional meetings

Additionally, the role will include:

- conducting research on key human rights issues and approaches to corporate implementation of respect for human rights
- assisting with communications
- participating in meetings with GBI's leadership team and advisors
- conducting ad hoc research, logistical and operational tasks as they arise

Candidates will need to be able to display excellent research, written and oral communication skills. You should have a strong background in working in business and human rights and be knowledgeable about the UN Guiding Principles on Business and Human Rights (UNGPs) and their implementation in practice within a business context.

You should have a minimum of two years' experience in business and human rights practice and a minimum of two years of professional experience, as well as an 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 in-person meetings for up to seven days twice a year and other ad hoc travel will be a requirement once travel recommences.

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

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 with diverse backgrounds and life experiences. We know that this is not only the right thing to do, but that it truly enhances our work, broadens its impact and leads to improved outcomes.

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 on a daily basis. Members of our team actively support each other's professional growth and intellectual curiosity. We've learnt that creating an inclusive, encouraging environment in which the team can strive to understand and learn from different approaches and viewpoints helps us to incubate new and better solutions to continuously improve our work and its impact.

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.

THE ROLE

The successful candidate will receive a full-time employment contract and employee benefits.

- **The opportunity:** You will be inducted, supervised and supported by GBI's leadership team, and have opportunities to interact with GBI's members and advisors. You will have an opportunity to work closely with businesses committed to advancing their human rights practices, and to engage with key developments in a rapidly changing environment.
- **Location:** It is preferable for team working purposes, reduced travel and carbon footprint that you are residing and have the right to work in the UK. We will consider applications from those residing in time zones within 2 hours of GMT.
- **Title, salary and benefits:** Your title will be "GBI Manager". GBI offers competitive salaries and a good range of benefits for all employees. Details available on application.
- **To apply:** email GBI Director Jo Reyes at jo.reyes@gbihr.org **no later than 17:00 BST on 26 May 2021** with a cover letter explaining your interest and motivation, and your CV.

Interviews will be carried out remotely due to Covid-19. 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 to ensure we can accommodate any additional access or support needs.

CANDIDATE SKILLS AND REQUIREMENTS

CRITERIA	STANDARD
Research and analytical skills	<ul style="list-style-type: none"> • Ability to research and identify relevant articles and reports on the internet and to categorise and summarise them clearly and succinctly (essential). • Academic or work experience involving online research (essential). • Ability to analyse and present information clearly, impartially and accurately (essential). • Legal training or experience in the legal profession (desirable)
Experience	<ul style="list-style-type: none"> • Two years practical experience working in business and human rights. • Two years of professional working experience. • Facilitation experience.
Strong listening and note taking skills	<ul style="list-style-type: none"> • Ability and willingness to take accurate notes (online and at in-person meetings). • Ability to analyse verbal information and establish key insights.
Language skills	<ul style="list-style-type: none"> • Fluent English: reading, writing and speaking (essential). • Other language skills desirable – Portuguese, Spanish, Russian.
IT and communications skills	<ul style="list-style-type: none"> • Proficient computer skills, including Microsoft Word, Outlook, online engagement platforms (e.g., Teams, Zoom) and online research tools (essential). • Familiarity with professional social media and interest in communications.
Initiative	<ul style="list-style-type: none"> • Ability to use own initiative and to work independently and remotely. • Ability and willingness to adjust work quickly and efficiently in response to feedback.
Team and organisational skills	<ul style="list-style-type: none"> • Ability and willingness to work effectively as part of a small, close-knit team. • Punctuality. • Good work planning skills.
International knowledge and interest	<ul style="list-style-type: none"> • Interest in human rights, business and international affairs. • General knowledge of international social and environmental issues.
Commitment to human rights	<ul style="list-style-type: none"> • Interest in and commitment to human rights.
Conflict of interest	<ul style="list-style-type: none"> • 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).
Confidentiality	<ul style="list-style-type: none"> • Commitment to confidentiality and willingness to sign a binding confidentiality agreement (essential).

ABOUT THE GLOBAL BUSINESS INITIATIVE ON HUMAN RIGHTS (GBI)

GBI is a unique business-led organisation 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 when viable, remotely under current restrictions). And we 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 for more information on our work, our team and our members.

