

Outreach and Training Officer

Application Pack

Deadline: Friday 8th December 2017



www.pfcmalta.org

About the People for Change Foundation

The People for Change Foundation (PfC) is a Malta-based human rights think tank with a local, European and global scope. Set up in 2007, PfC provides evidence-based, independent, practical and creative ideas on the promotion, respect and protection of human rights in Malta and across the European Union. Our high quality and respected work involves inter-disciplinary analysis, debate and action on a variety of contemporary human rights issues. PfC was set up with the express aim of contributing to a multilateral process, conducting research in an area of direct relevance to the quality of life and life outcomes of the communities we work with and for; to address international and national legal obligations and development, human rights concerns, and long-term sustainable social cohesion. It also aims to bring together different actors, methods and approaches – activism and research, policy and practice.

The Foundation became Malta's representative member of the European Network Against Racism, and a member of the European Migration Forum and the EASO Consultative Forum. It has run projects funded by a number of public and private funders, including the European Commission. We boast a wide disciplinary array of project partners, including the Malta Ministry of Justice, the National Commission for the Promotion of Equality, the International Organization for Migration, the Universities of Malta, Coventry and Middlesex, UNHCR, IOM, as well as NGOs, think tanks and other organisations from across the European Union.

This recruitment takes place at a very exciting time for the organisation as we continue to grow both in terms of the work we undertake as well as the team and network we work with in doing so.

For more information about the organisation and its work visit www.pfcmalta.org

About the Position

Job Title Outreach and Training Officer

The Post Holder You will be an exceptional communicator, trainer, and networker, passionate about human rights, integration and equality, and dedicated to raising awareness and changing behaviour. You will be exceptional at explaining complex issues to diverse audiences in clear ways.

You will be organized yet can work proactively and creatively under pressure. You can demonstrate a fluent understanding of human rights and policy in Malta and across the European Union particularly as it relates to migration, equality and integration. You will also be committed to ongoing learning and development, leading to a consistently improved set of outputs and training materials.

You will be an outgoing, confident individual who is able to represent and promote the organisation's mission and objectives, improving the organisation's public profile through this work. You will be an excellent writer able to summarise complex issues into simpler messages for diverse audiences. You will be willing to take initiative and work in a team.

Educational Background Bachelors degree required. A degree in teaching or other qualifications relating to education and training or to communication preferred. Degrees should be in a related field (incl. media, communication, education, law, political science or social science).

Professional Background Minimum 2-4 years of work experience in the field of human rights or related field required, ideally working in a small NGO or within the public sector. Voluntary work or internships will be considered, so long as independent work can be verified. Experience of multiple commissions from the same institution will be considered an asset.

Skills Whilst seeking a candidate with a particular educational and professional background, we are keen to work with an individual who exhibits a number of important skills:

- Communicative - able to communicate with a range of stakeholders at all levels, and talented at communicating internally within the organization
- Creative – able to identify and implement creative ways that PFC can expand its reach or enhance its public profile
- Strong team player – keen to professionally engage and work with other team members
- Innovative and entrepreneurial – able to seek out and identify partnership and outreach opportunities, able to take ownership of projects
- Flexible – able to adjust the style (and times) of working depending on the outreach opportunities that arise.

- Problem solver – able to think outside the box and to work proactively

Languages

Professional level of English, both written and spoken. Knowledge of additional languages, particularly Maltese, will be a distinct advantage.

Conflict of Interest

Candidates must highlight at interview stage any present or potential conflicts of interest, including but not restricted to membership in political parties or work conducted for another organization in the same sector.

Tasks

Networking and outreach (c. 45%)

- Presenting Pfc's research and projects to a wider audience
- Representing the Foundation at meetings and conferences as required, including taking minutes for internal use and position papers
- Developing and maintaining positive on-going relationships with relevant stakeholders in the field
- Supporting the expansion of Pfc's networks and partnerships
- Over the course of 2018, we expect that a significant portion of the outreach work will be dedicated to the Report Racism Malta Project and the COME IN Project.

Planning, Preparation and Provision of Training (c. 40%)

- Background research into the issues training is being provided upon
- Development and review of training materials (for both face to face and online training)
- Adaptation of training materials for use with particular audiences
- Running of training sessions on a range of human rights issues (incl. migration, integration, development, racism)
- Liaising with relevant organisations for the provision of training
- Reporting on training and activities
- Monitoring and evaluation of training and activities including developing evaluation methodology and preparing reports
- Developing an online resource hub
- Developing project applications and liaising with partner organisations
- Over the course of 2018, we expect that a significant portion of the training work will be dedicated to the Integra-Train project.

Contributing to the Organisation's (Social) Media Presence (c. 10%)

- Maintaining and updating the organisation's website (www.pfcmalta.org) and other websites managed by Pfc (eg. Project websites)
- Ensuring the constant update of the Malta Human Rights Library and Youth Metro
- Managing the Daily Human Rights Press Cuttings
- Updating Pfc's Social Media platforms

Administration (c. 5%)

- Contributing to the successful running of the office
- Any additional tasks as required from time to time
- Representing the foundation at various internal and external meetings and events
- Supervising interns

Reporting

The position holder will report to the Office and Projects Coordinator and the directors and may supervise up to two interns or project assistants.

Salary

The salary range for this position is between 20, 000 Euro and 24,000 Euro. The decision within this range will be made on the basis of qualifications and experience.

Conditions

This recruitment is for a full time position of 12 months duration (subject to renewal).

Application Requirements

Please apply by sending the following to join-us@pfcmalta.org:

- A completed application form
- Two samples of your work – these could be training schedules you have developed, presentations you have given, a press release or blog post. Please specify what this work is, and whether it was delivered alone or jointly.
- A completed Diversity Monitoring Form
- Submitting a separate CV and/or cover letter is optional

What Happens Next

We will review applications as they are received, so early application is advised. The final deadline for applications is December 8th 2017.

All applications will be acknowledged. Applications that do not contain the required attachments will be considered invalid and will not be considered for the post.

Applications will be assessed on the basis of each candidate's individual experience, as evidenced in the application form, as well as the attachments submitted.

Shortlisted candidates will be invited to complete a task which will last no longer than 2 hours. Following this, the shortlisted candidates will be invited to an interview that will (tentatively) be held in the second week of December. A second round of interviews may be held if required.

The chosen candidate will be notified as soon as a decision about an offer has been made.

Unfortunately, we are unable to provide individual feedback to

candidates who have not been selected.

Should you wish to discuss the role informally, please send us any such request by email. However, please note that we are unable to change the application deadline, and any preliminary conversations will not have any bearing on the selection process.

The tentative start date for the position is 8th January 2017. This can be negotiated for the right candidate. Appointment in this position will be subject to provision of a satisfactory police conduct certificate (or international equivalent).

Submission

Send your application pack to join-us@pfcmalta.org clearly stating the position you are applying for in the subject line.