

Role Description: Projects Assistant

About Rights for Peace

Rights for Peace is a London-based human rights organisation, supporting groups in fragile states to break cycles of injustice that lead to mass violence. Rights for Peace works in collaboration with local organisations, supporting human rights initiatives to prevent mass atrocities by targeting underlying injustices, hate crimes and incitement to violence based on identity.

Role of Projects Assistant

The role of Projects Assistant is a voluntary role that aims to provide the incumbent with an opportunity to support projects in Sudan and South Sudan (at present), including research, contributing to publications and oversight, as well as supporting our partners in the field directly with fundraising and project management.

The role can involve:

- Research, literature reviews on international standards and best practices.
- Drafting or revision of training materials on countering identity-based violence; on the rights of victims of international crimes; or best practices in human rights documentation.
- Review project materials and outputs to draft narrative reports to donors.
- Support on gathering data, monitoring, evaluation and learning from projects.
- Supporting @Comms and @Advocacy in promoting our publications and other outputs (statements, resolutions, etc.)
- Liaising with other team members to understand the focus and issues arising from RfP projects
- Reviewing fundraising opportunities to see if they focus on our current programme and strategic goals or those of our partners.
- Updating our 'fundraising pipeline' to ensure we don't miss application deadlines.
- Drafting and supporting fundraising proposals.
- Writing blog posts to amplify RfP's work or influence policy processes

The incumbent would ideally have:

- Knowledge of international human rights mechanisms, transitional justice and/or conflict prevention / mass atrocity prevention through studies or other activities;
- the ability to liaise and work collaboratively with other team members and partners;
- a strong policy and writing interest, with excellent writing skills.