

JOB DESCRIPTION

AMNESTY INTERNATIONAL, AI GREECE

JOB TITLE: Head of Office / Project Manager

DEPARTMENT: Amnesty International Greece

JOB PURPOSE: The main purpose of the job is to deliver human rights work and various organizational reforms in Amnesty International (AI) Greece.

The role will be responsible for establishing and maintaining the management and monitoring of all work streams, including key scope, milestones, dependencies, resources, risks, and issues. The job will be responsible for implementation, fundraising, reviewing progress, communication and reporting which are key for the advancement of the goals of the project.

AI GREECE PURPOSES:

Vision and Mission

AI Greece's vision is of a world in which every person enjoys all of the human rights enshrined in the Universal Declaration of Human Rights and other international human rights instruments.

In pursuit of this vision, AI Greece's mission shall be to undertake research and action focused on preventing and ending grave abuses of the aforementioned human rights. In pursuit of this mission, the Association shall act in accordance with the rules relating to the operation of national sections adopted by Amnesty International through its democratically established procedures, while complying with the national rules. In particular, the Association shall act in accordance with the applicable international statute of Amnesty International, as well as the Strategic Directions, working rules and guidelines adopted by Amnesty International bodies, such as the International Council Meeting (ICM) and the International Board (IB). In fulfilment of these obligations, the Association must submit annual reports of its activities to the competent bodies of the international movement.

Core values

Amnesty International forms a global community of human rights defenders who share the principles of international solidarity, effective action for the individual victim, global coverage, universality, and indivisibility of human rights, impartiality and independence, and democracy and mutual respect. This community also includes the Association's members who share the same values.

WORKING RELATIONSHIPS:

Reporting to: dual reporting directly to the Secretary General of Amnesty International (London) or his delegate/s and indirectly reporting to the Board of AI Greece.

Posts that this job manages: Direct line management of all staff positions in AI Greece.

Other key relationships: Coordinating the work of the Project Team working on the implementation of a Memorandum of Agreement. Externally, the post holder will maintain key relationships with key stakeholders and contractors, media, NGOs and public, as required.

USEFUL INFORMATION: Full time position, which may require flexible working hours during intense periods of project-work. The job may require some international travel. Competitive salary package depending on experience and qualifications

Contract information: One (1) year initial local contract subject to extension



MAIN RESPONSIBILITIES:

1. Direct and manage the project implementation from beginning to end including the development and delivery of an implementation and operational plan.
2. Implement project scope, goals, and deliverables that support the goals in collaboration with senior management, Board and stakeholders.
3. Develop full-scale project plans and associated communications documents.
4. Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
5. Manage, coach, mentor, motivate and supervise staff and volunteers, and influence them to take positive action and accountability for their assigned work.
6. Draft and submit budget proposals, and recommend subsequent budget changes where necessary.
7. Set and continually manage project expectations with team members and other stakeholders.
8. Identify and manage project risks, issues, dependencies, and critical path.
9. Plan and schedule project timelines and milestones using appropriate tools.
10. Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
11. Define project success criteria and disseminate them to involved parties throughout project life cycle.
12. Conduct project post implementation reviews and create lessons learned reports in order to identify successful and unsuccessful project elements.
13. Representing the organization to the broadcast and media, government, partner organizations and the public.

WHAT DOES SUCCESS LOOK LIKE IN THIS JOB?

1. Delivery against project objectives as agreed and approved by the project stakeholders.
2. Board's and senior management involvement is facilitated in a professional manner.
3. Project Team members are supported and receive clear directions.
4. Project experience and learning is shared effectively (improving organisational memory).
5. Maintain general awareness of the project progress, particularly in the financial and growth dimensions.

SKILLS AND EXPERIENCE:

1. Good knowledge of the human rights scenario in Greece.
2. Recognised project management and administration skills.
3. Ability to manage, delegate and supervise work of colleagues, contributing to the overall development and performance of the team.
4. Experience of managing multi-stakeholder projects from initiation to delivery in a large international campaigning organisation.
5. Experience of leading professional relationships and effective communication with internal audiences (IS, Board, members, etc.) and a wide range of external agencies.
6. Ability to communicate and collaborate effectively with a diverse range of stakeholders.
7. Ability to write clear and concise reports, make presentations, use a confident telephone manner and coordinate meetings with stakeholders.
8. Ability to solve problems creatively in a strategic and operational context.
9. Ability to negotiate and facilitate agreements.
10. Capacity to think and deliver strategically and to work under pressure and sound political judgment
11. Experience of representing an organization to the broadcast and media, government, partner organizations and the public
12. Proven experience in strategic and operational planning



EQUALITY STATEMENT

Equality and diversity is at the core of Amnesty International values and staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

CONFLICT OF INTEREST

Public or other activity, affiliation to or support for any group or organization, personal association or other factor which may generate a real or perceived conflict of interest with Amnesty International's principles (specifically independence and impartiality), or raise a security concern, or otherwise prevent the candidate from carrying out key functions of the specific post and would therefore disqualify the candidate from being appointed.

