

Freedom of Thought Report - Research Coordinator - Job Description

Answers to: Casework & Campaigns Manager

Salary: The salary level will be set according to local market conditions, available budget and experience. Indicative UK salary range: £28-35k, depending on experience

Pattern: Full-time, remote, homebased

Contract type: 2 year fixed-term (with possibility of extension should funding become available). Candidates in the USA and UK will be offered an employment contract.

Candidates from elsewhere will be hired on the basis of a consultancy agreement. There will be a 6 months' probation period.

Who we are

Humanists International is the global representative body at the heart of the humanist movement.

Our Members and Associates include humanist, rationalist, secular, ethical culture, atheist and freethought organizations from all over the world. Our community also includes many individual supporters who share our vision and values.

We campaign on humanist issues. We defend humanists at risk of persecution and violence. We lobby for humanist values at international institutions, including the United Nations. And we work to build the humanist movement around the world.

Purpose of the role

One of the core elements of this work is the production of the *Freedom of Thought Report*. The Report examines every country in the world for its record on upholding the rights and equality for non-religious people. We consider issues of legal discrimination and outright persecution and violence. The Report is essential to our awareness-raising efforts of the persecution faced by the non-religious.

Humanists International is embarking on a 2-year programme of work in order to realize some long-term improvements to the *Freedom of Thought Report*. We are looking for an enthusiastic research coordinator to join our team and participate in all stages of the publication process.

As a research coordinator you will support the Casework & Campaigns Manager to administer, plan and produce the *Freedom of Thought Report*, providing evidenced-based research to shape and influence human rights policy as it pertains to the non-religious.

This is a predominantly home-based role, but does require the attendance of in-person events such as the General Assembly and Team Building, as required.

We are open to flexible work arrangements and committed to diversity and inclusion.

Key duties

- Collaborating with the Casework & Campaigns Manager to research, plan, and deliver the Report's production on an annual basis;
- Provide administrative support to the Casework & Campaigns Manager;
- Liaising with team members (e.g. Members, Associates, designers, and volunteers) ensuring deadlines are met;
- Recruiting, training and coordinating a pool of volunteer researchers;
- Developing and implementing training sessions for members, associates, and volunteers;
- Liaising with Humanists International members to enable and support them to submit country entry updates;
- Write and edit entries - ensure they are accurate and objective, and conform to house style;
- Proofread and check content for accuracy;
- Monitor project outcomes and perform continuous evaluation;
- Identify and systematize best practices and lessons learned directly linked to project activities;
- Contribute to the development and dissemination of digital content;
- Treat with confidentiality any information about Humanists International Members, users, intellectual property, staff and research that could be deemed as personal, private or sensitive.

Essential skills

- Research & analytical skills: Demonstrable experience with synthesizing and presenting complex information in a succinct way, with a strong attention to detail and accuracy.
- Experience researching and writing briefings and reports, preferably related to human rights;
- Collaborative working skills: Experience with working in high performing, distributed, multicultural and international teams and working with colleagues and external partners to deliver high-impact programmes;

- Strong writing and proofreading skills;
- Well-organized, efficient and able to work independently
- Excellent command of English.

Desirable

- Working proficiency in foreign languages;
- Experience of recruiting and managing a pool of volunteers;
- Project management experience;
- Experience of training others;
- Experience of monitoring and reporting on indicators of success;
- Understanding of humanism and a commitment to the organization's mission.

Benefits

- 30-days annual leave (this is in addition to public holidays)
- 4% contributory pension scheme
- Remote working
- Employee Assistance Programme

Application process

Please download and complete our application form, and send to office@humanists.international with the subject heading "FOTR Research Coordinator" no later than 23:59pm (BST) on 21 April 2024.

Successful applicants will be asked to undertake a test prior to online interview. Interviews are expected to take place on 16-17 May 2024.