



ENGAGEMENT & PARTNERSHIPS COORDINATOR

Role Title	<u>Engagement & Partnerships Coordinator</u>
Start Date:	1 October 2023
Reporting to:	Head of Policy & Outreach & Head of Programme Development and Partnerships
Location:	<p>Preference for candidates based in Geneva who can work from our head office.</p> <p>Remote candidates based elsewhere in the world are also considered. For full-time roles we have a preference to offer employment terms, which we can only do in Switzerland and the UK. Candidates elsewhere are also welcome to apply on the basis that the role would be structured as a consultancy agreement. Regardless of location, candidates must be able to work with a global team primarily based in UTC and UTC+1 time zones.</p> <p>Candidates must already have the legal right to work in the country of their location.</p>
Hours	Full-time or 0.8 FTE by agreement
Salary:	CHF 55,000 - CHF 60,000 if based from the office in Geneva, £28,000 to £36,000 GBP if based in the UK. Equivalent consulting rate paid to candidates elsewhere.
Contract:	For candidates based in Switzerland or the UK we can offer an employment contract. Candidates based elsewhere in the world will be retained on a consultancy basis. A fixed term contract (12 months minimum) will be offered, with the possibility of extending based on funding.
Role purpose:	This new junior role has been created to support the Centre's outreach, engagement and partnership development work to support the existing relationships with stakeholders within the world of sport, supporting outreach to new stakeholders, and developing projects and partnerships across the sports ecosystem including with sports bodies, governments, sponsors, broadcasters, and intergovernmental organisations.
Alignment with the Centre's mission:	This role will act in a support capacity for all organisational goals linked to engagement and partnerships - critical functions of the Centre's ability to achieve its mission.
Key relationships:	This role is intended to grow to support the development of key partnerships, meaning over time, more independence will be given on project and relationship management. As a small team, there is also the opportunity to bring in new project ideas with the team and lead on these areas.
Key responsibilities:	This role is an exciting junior role being recruited by the Centre. It is a rare opportunity to join the fast-growing industry of sports and human rights as an



early career professional. The role will report into Centre colleagues responsible for growing the Centre’s reach and relationships and delivering many of its partnerships and activities.

Coordination: Coordinating the implementation of Centre programmes on engaging all actors in the sport ecosystem including: MSE host actors, sponsors, broadcasters, governments, sports bodies, NGOs and trade unions by scheduling and preparing for stakeholder meetings, attending meetings to take notes, producing meeting minutes, tracking actions, and following up with deliverables where relevant to maintain the momentum of each relationship and programme.

Relationship Management: Supporting colleagues in identifying outreach targets, screening potential new organisations, the research and administration required to onboard new Engaged Organisations and Advisory Council members.

Events: Supporting the planning and execution of multi-stakeholder events, including drawing up stakeholder and speaker lists, planning agendas, supporting the arrangement of venues and logistics where necessary, developing speaking points, taking notes, and drafting meeting summaries.

Administration: Maintaining and keeping up-to-date, relevant files and the CRM on mailing lists, outreach targets etc. Supporting ad hoc administrative tasks as necessary, e.g. arranging the design or printing of reports, liaising with translation services, and maintaining file libraries, amongst other administrative duties.

Research and writing: Undertaking high-quality desk and primary research and writing on a range of issues under tight time frames with minimal oversight. This can include risk assessments for upcoming major sporting events, reviews of policy documents and instruments, preparing briefings for particular stakeholder groups as well as market research and evaluation. Duties will also include attending meetings and conferences to prepare memoranda and minutes.

<p>Expected impact of role:</p>	<ul style="list-style-type: none"> • Supports the identification of outreach opportunities and required follow-ups with key stakeholders within the sport ecosystem • Ensures programmes are run on time, in line with strategic priorities, and against stated objectives • Leverages team leads, enabling them to deepen relationships with existing stakeholders • With experience, offers new and innovative ideas • Ultimately, increase awareness and build human rights capacities of actors in the sport ecosystem 	
<p>Person specification:</p>	<p>Essential</p>	<p>Desirable</p>
<p>Qualifications</p>	<ul style="list-style-type: none"> • University degree or qualifications similar to 	<ul style="list-style-type: none"> • Advanced degree in politics, international relations, law, and sports management.



	<p>politics, international relations, law and sports management.</p>	
<p>Experience:</p>	<ul style="list-style-type: none"> ● 0-2 years experience working either in the field of sport or human rights. 	<ul style="list-style-type: none"> ● Relevant experience working at the cross-section of sport and human rights.
<p>Knowledge and skills:</p>	<ul style="list-style-type: none"> ● Strong time management skills, including the ability to prioritise and multitask ● Excellent communication skills, including an ability to be diplomatic and strategic in what and how to communicate ● Good written skills, with experience in writing professional reports and briefings ● Interest in the role of sport in society, policy making, governance and international affairs ● Fluent (C1) in English and with good working knowledge of French (or vice versa) 	<ul style="list-style-type: none"> ● Experience in using CRM systems ● Experience working at the intersection of business and human rights ● Fluency in additional languages ● Ability to live and work in Switzerland or in close proximity to Switzerland
<p>Required attitude</p>	<p>You will be:</p> <ul style="list-style-type: none"> ● People-focused (supportive, inclusive, helpful and curious) ● Impact-oriented (purpose driven, collaborative, and ambitious) ● Solutions-based (pragmatic, creative, and innovative) <p>We believe in our mission and work hard to pursue it. We are a small team working internationally and seek pragmatic, hands-on, and positive-minded colleagues to join us in this mission.</p> <p>You will be committed to our mission of promoting human rights in sports and to contributing to a positive and collaborative working environment in which high standards of governance and operations management are maintained. You will be proactive, able to manage your own workload.</p>	
<p>Inclusion and diversity:</p>	<p>We work hard to create and maintain a positive internal environment with an open, supportive team that encourages collaboration, and a commitment to inclusion and diversity at all levels. We will consider qualified candidates without regard to age, disability status, ethnicity, gender, national origin, pregnancy, race, religion, sex, sexual orientation, socioeconomic status or any characteristic protected by law, and we value candidates with varied experiences who can bring a new perspective and outlook to our work.</p> <p>At CSHR we believe we need to keep children and vulnerable adults safe. Selected candidates will be expected to adhere to our standards. Our selection</p>	



	<p>process reflects our commitment to the protection of children and vulnerable adults from abuse.</p>
Application process:	<p>If you are interested in this position, please apply here submitting your CV and a cover letter laying out your interest in this position and why you are suited to the role.</p> <p>Closing date for applications: July 31st 2023 at 22:59 BST (London) / 23:59 CET (Geneva).</p> <p>Interviews will be conducted via Zoom on Aug 21st- 25th 2023 Shortlisted candidates will be asked to complete a timed 45-minute task ahead of the interview (using their laptop, and to be received and submitted by email).</p> <p>For additional information about this position, please contact Mweene Chibbonta at mweene.chibbonta@sporthumanrights.org <i>Note: We will only contact shortlisted candidates. If we do not contact you, your application has unfortunately been unsuccessful. Applications from unsuccessful candidates will be held on file for 6 months after the end of the recruitment process.</i></p>