

act:onaid Job Description and Person Specification

Job Title:	Business and Human Rights Coordinator		
Job Family:			
Directorate/Cluster :	Political and Programme Strategy	Unit/Team:	Women's Rights and Feminist Alternatives
Grade and Salary:	D	Contract Type:	<i>Fixed term for one year</i>
Location:	Any location where ActionAid has an office	Budget Holder:	Yes <input type="radio"/> No <input checked="" type="radio"/>
Reports to: (incl matrix reporting)	Women's Rights and Feminist Alternatives Lead		
Direct Reports :	None		
Matrix Reports:	(Co-)Head of Policy and Programs, ActionAid The Netherlands		
DBS (CRB) / Police Check:	Yes <input type="radio"/> No <input checked="" type="radio"/>		
Role Overview:	<p>The Business and Human Rights Coordinator is responsible for coordinating ActionAid's engagements on business and human rights, including but not limited to a United Nations (UN) Binding Treaty on the activities of transnational corporations (TNCs) and other business enterprises with respect to human rights. The role will work closely with ActionAid country offices and Global Secretariat (GS) staff, primarily the Combatting Modern Slavery, Fair Green and Global and That's Mine project teams, both of which have deliverables related to business and human rights. This role leads in preparation, coordination and engagement with the Binding Treaty process and management of partnerships with the Feminists for a Binding Treaty and Treaty Alliance coalitions. The role supports the realisation of a shared vision for ActionAid's work on business and human rights, aligned with our system change for economic justice and climate justice priorities, with women's rights and feminist alternatives at the centre.</p>		
Areas of Responsibilities	Key Activities		
Strategic Impact and contribution	<p>Works with others to ensure that ActionAid is active, visible and influencing processes related to protecting the human rights of individuals and communities in the context of the activities of transnational corporations and other business enterprises including but not limited to the extractives, agricultural, industrial and service sectors.</p> <p>Aligns ActionAid's advocacy on business and human rights with feminist positions including mandatory gender impact assessments, gender justice and remedy mechanisms and respect and protection for women human rights defenders</p> <p>Provides expert technical support to GS and national project teams and partners to guide the development of policy positions and advocacy strategies on business and human rights</p> <p>Coordinates the Africa Extractives working group on corporate accountability and its joint work (including research) in the mining and extractives sector.</p>		

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	Identifies opportunities for fundraising, wider resource mobilisation and new partnerships
System, Policies and Procedures and Product Management	<p>Supports the development of tools, manuals, research, policy positions and other products to anchor advocacy and learning on business and human rights</p> <p>Works with project Monitoring, Evaluation and Learning (MEL) staff to incorporate and/or sharpen business and human rights specific targets in project result frameworks</p> <p>Contributes to periodic (quarterly) internal reporting and annual donor reporting</p>
Issue Resolutions, Crisis/Risk Management	Contributes to risk management by identifying both risks and mitigating options specific to work on business and human rights, including potential risks to human rights defenders in project implementation areas
Communications, Influencing and Coordination	<p>Leads ActionAid delegations to key negotiations and policy advocacy spaces including the annual UN Binding Treaty negotiations and related Regional Forums</p> <p>Leads work with key allies including Feminists for a Binding Treaty (F4BT) and Treaty Alliance coalitions as well as relevant regional coalitions</p> <p>Holds periodic coordination meetings with internal and external stakeholders to ensure continuous and strategic alignment of positions, messaging and activities as relevant</p> <p>Works with project communication and media staff to develop and implement communication and media strategies and plans in relation to key advocacy moments</p>
People Management <i>(for line management role)</i>	(not applicable)
Delivery on strategic/ functional priorities (Directorate/Cluster-specific - maximum 5 KPIs)	<p>Coordinates federation work on business and human rights in line with economic and climate justice system change priorities as set out in the Strategic Implementation Framework (SIF 2)</p> <p>Supports work towards achieving (CMS and That's Mine) project –specific targets and outcomes</p>

PERSON SPECIFICATIONS		
Education and Qualifications	Holds a minimum of a Bachelor's degree in relevant field (Human Rights, Law or others)	
Essential Experience	Minimum 5 years' experience in project management; Global South experience is preferred Minimum 5 years' experience in policy advocacy; regional and international level experience is preferred	
Essential Knowledge	Extensive knowledge on business and human rights, knowledge on and experience with the UN Binding Treaty on Business and Human Rights process is desirable. Extensive knowledge on the gender concerns related to business, human rights and corporate accountability from a feminist perspective	
Essential skills	Excellent verbal and writing skills Negotiation and networking skills related to advocacy in regional and international policy spaces; experience in UN policy spaces is desirable Ability to coordinate and facilitate work with colleagues from different ActionAid countries Ability to build alliances and engage with (international) civil society movements and coalitions	
Language requirements	Fluency in written and verbal English; knowledge of other languages is desirable	
People Management Responsibility		
Approximate number of people managed in total		
1- Team members	Individual contributor, no direct responsibility for leading others.	Yes/ No
1.5	Act as mentor in a team and /or coordinating a team	Yes/ No
2- Team Leader	Coaches team members (at least three) in skills; leads, schedules, allocates and monitors work	Yes/ No
2.5	Responsible for one team with its own and has another team reporting directly	Yes/ No
3- Team managers:	Directs more than one team;	Yes/ No
	The positions direct multiple teams, each of which has a team leader in charge; determines team structure and roles of members	Yes/ No

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This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member's responsibility to contribute to ActionAid International culture and comply with organisation's values and practice, which are:

- **Leading Innovation and Change** Establish a culture of excellence in respective team that values experimentation and continuous improvement
- **Feminist Leadership:** Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)
- **AAI Values Practice:** Ensure personal and team culture that demonstrates all of AAI values including Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility

Prepared by: Signature Date:

Reviewed by: Signature Date:

Received by: Signature Date: