

Job Announcement

Position: Programs Associate

Location: London, UK

Contract: Full time

About the Global Center on Cooperative Security

At the Global Center on Cooperative Security, we work to achieve lasting security by advancing inclusive, human rights-based policies, partnerships, and practices to address the root causes of violent extremism. We work with changemakers around the world who are committed to promoting and protecting human rights in counterterrorism efforts.

We work with a global network of civil society, government, and multilateral partners to:

- *address the inequalities, injustices and abuses that undermine peace and security by promoting transparent and accountable institutions;*
- *foster multidisciplinary partnerships to ensure that those impacted by conflict and insecurity inform measures to address their root causes; and,*
- *identify synergies between related fields of research, spotlight promising practices, track threats to peace and security and analyse their root causes.*

We are looking to build our geographically diverse team which is currently based in New York, Washington, London, Brussels, and Nairobi by recruiting a candidate who is passionate about fair and equitable justice systems and is keen to contribute their skills to a diverse range of programs.

Join us as we build partnerships for a more just and secure world.

Position Summary

The Global Center is seeking an early-career professional to support programming focused on improving good governance and the rule of law in the policies and practices applied in the management of terrorism and violent extremism. The successful candidate will work across multiple teams, focusing on projects relating to criminal justice, human rights, and countering violent extremism. Based in London, you will work alongside a global team to support the implementation of programs globally, including regular travel to countries of operation including in Southeast Asia and West Africa.

Working under the supervision of colleagues addressing cross-cutting thematic and geographic programs, the successful candidate has a demonstrated passion for peace, security, and development, equitable justice systems, community-centered approaches to human security, and is keen to contribute their skills to a diverse range of programs.

The position will initially support two current Global Center programs. The first is a training program on non-coercive interview techniques for investigators working in Cameroon, and the second aims to support Indonesian authorities in preventing radicalization to violent extremism in prisons.

Responsibilities will include a range of operational and administrative tasks in support of Global Center's programs, including contributing to project planning, delivery, and evaluation, supporting logistical planning, coordination of events and meetings, drafting and editing of project documents including correspondence and meeting materials, data entry, note taking, research assistance, communication with partners, diplomats and vendors, database management and contacts maintenance, as well as other tasks as assigned.

As the Ideal Candidate

You are committed to learning about and engaging with new and diverse subject material across different projects. You have a keen interest in equitable and fair justice systems, as well as foundational knowledge of key security and governance issues including those relating to violent extremism. You are eager to learn, self-reflective, and willing to challenge ideas and ask questions. You are hard-working, detail-oriented, proactive, resourceful, and analytical.

The ideal candidate will be passionate about supporting inclusive, evidence-based programming, and understand the importance of working in partnership with diverse colleagues and stakeholders to develop effective solutions. The ideal candidate must be committed to ensuring that all interactions are aligned with the Global Center's values and are culturally responsive, respectful, and based on the organization's commitment to inclusion, diversity, equity, and anti-racism.

Role and Responsibilities

As a member of an international, dynamic, multinational, and multidisciplinary team, the successful candidate will be assigned the following responsibilities:

- Conduct research on human rights abuses, civil liberties and civic space, policing structures and culture, security sector governance, terrorism threats, and countering terrorism and violent extremism (CVE) policies.
- Contribute to the design, development, and implementation of project workplans, inception phase planning and consultations, and capacity development assistance plans.
- Collaborate with team members, expert-practitioners, project partners, and funders in the development and implementation of program activities.
- Maintain a network of local, regional, and international beneficiaries, experts, partners, and donors from government, community groups, and civil society organizations.
- Organize the administrative and logistical planning of activities, including the preparation of meeting materials, securing venues and equipment, and arranging transportation.
- Contribute to monitoring and evaluation of programs, in coordination with managers and the Director of Monitoring, Evaluation, and Learning.
- Produce rigorous reporting on program developments, experience, lessons learned, challenges, and assess short, medium and long-term results.
- Collaborate on and assist with organization-wide priorities, including administrative support, research, internal and external meetings, and strategic reviews and evaluations as needed, particularly across other criminal justice and rule of law projects.
- International travel will be required.

Core Knowledge and Skills

- Strong organizational skills, including with scheduling, event planning, and working across multiple time-zones;
- Strong ability to meet deadlines, manage tasks and schedules, maintain regular and responsive communication, and work independently as well as in a collaborative team.
- Understanding of security and governance issues and dynamics;
- Interest and/or knowledge on preventing and responding to terrorism and violent extremism, including issues of countering violent extremism (CVE) and fair and equitable criminal justice systems;
- Interest and/or understanding of the centrality of human rights and the rule of law in the prevention and response to violent extremism;
- Proven ability to work with flexibility, efficiency and diplomacy in an exciting but challenging environment, including ability to navigate cultural, linguistic, and political landscapes;
- Ability to engage effectively with a range of colleagues and stakeholders, including partners, consultants, government officials, non-governmental organizations, and embassy personnel;

Education and Qualifications

- Bachelor's degree, preferably in international relations, law, international development, criminology, sociology, development or security policy, or other related fields is required;
- 2-5 years of professional experience is required;
- Excellent written communication skills is essential. French language skills are desired, but not required;
- Experience interacting with internal and external contacts such as government and policymakers, civil society, and donors (experience in non-Western countries is an advantage);
- Proficiency in Microsoft Word, Outlook, Excel, and PowerPoint is required;
- Must have authorization to work in the UK.

Salary

Commensurate with experience – at least £30,000.

To apply, please submit a cover letter, CV, and writing sample to joinourteam@globalcenter.org by **9 August 2021**. In the email subject line, indicate “*Your Name* – London Programs Associate”. Only candidates under consideration will be contacted for an interview. Applications will be reviewed on a rolling basis and the position will remain posted until filled.