



THE RORY PECK TRUST
Regional Researcher - Africa

Part-time position: 3 days per week

Salary: £22,000 pro-rata

The Rory Peck Trust is a registered charity dedicated to providing practical and financial support to freelance journalists and their families worldwide, assisting them in times of crisis and helping them to work more safely and professionally. The Trust is independent and relies on income from grants, donations and sponsorship. The Trust works globally with a large network of local and international media and human rights partners. It is non-profit, non-political, and sees its work to support freelancers as a practical and significant contribution to the independent journalism that is vital to freedom of expression.

Further information can be found at <https://rorypecktrust.org/>. Please note: this post is only open to candidates who have the right to live and work in the UK.

THE ROLE

The role of the Regional Researcher for Africa sits within the **Freelance Assistance Programme** of the Rory Peck Trust. The Freelance Assistance Programme forms the core of the Trust's charitable work, through which it provides financial and practical assistance to freelancers and their families. The key priority of the **Regional Researcher** is to research and verify cases and distribute assistance grants to beneficiaries in the Africa region, in line with the Trust's criteria, protocols and guidelines and to maintain and further develop the Trust's charitable work in the region. This is a central role within the Freelance Assistance Programme, involving close collaboration with programme colleagues, as well as with the Trust's Communications and Fundraising teams.

The successful candidate will be joining a small, multi-national team where individuality, creativity and effort are appreciated. Travel, both in the United Kingdom and internationally, may be required in this role. The Regional Researcher for Africa reports to the Head of Programmes and is responsible to the Director of The Rory Peck Trust.

KEY RESPONSIBILITIES

The Researcher will be expected to follow Trust procedures and protocol and assume responsibility in the following areas:

Case Management

- Responsibility for researching and verifying cases from the Africa region and administering grants as appropriate, in line with RPT protocols; Liaison with grant applicants, their families, referees, partner organisations and other relevant contacts in the preparation and verification of case reports; making every effort to ensure at all times that beneficiaries' safety, and that of their families, is not compromised;

- Identification of beneficiary needs and most effective support; preparation of case reports, with overall recommendation in order to inform decision-making by RPT management regarding the form of support to be provided;
- In cases when financial support is required, assess the size of the grant, in relation to need and locality; identify the most efficient ways of distributing grants and prepare instructions for the bank and transfer agreements
- Process applications, ensuring all required documentation is received and that case information is kept up to date and maintaining meticulous records;
- Co-ordination of non-financial support for cases and referrals to partner organisations for additional assistance and specialist help, as appropriate;
- Maintain contact with freelance journalists and/or their families who have received grants to ensure appropriate follow up support as needed;
- Provide reporting on how grants have been utilised, in line with RPT's monitoring and evaluation protocols.

Regional Research and Outreach

- Monitor political situation and alerts concerning journalists in the Africa region and proactively research and advise colleagues on freelance-specific emerging regional and country specific priorities, patterns, trends and challenges across the region;
- Act as the key focal point in RPT, for all issues and queries related to the Africa region;
- In collaboration with the RPT Communications Team, support the development of external facing materials, including articles, blogs and website content relating to freelance journalists in Africa;
- Maintain, and nurture relationships with the Trust's existing contacts, networks and partners, including with media organisations, academia, non-government organisations, etc. in close collaboration with RPT's Head of Programmes;
- Identify potential new relationships with new relevant contacts/ partner organisations, notably in West Africa and the SADC region;
- Where relevant, represent the Trust at meetings, forums, roundtables and conferences

PERSON SPECIFICATION

This position requires someone with commitment and energy. He/ she should be reliable, a team player, capable of working on their own initiative within a small team, and with the ability to take responsibility.

Essential

- Education to graduate level
- A commitment to press freedom and an interest in international news and current affairs
- Fluency in English, both written and spoken
- Other relevant languages, for example French, Shona, Swahili, Portuguese, Oromo, Igbo, Hausa, Yoruba, Ndebele
- High level of literacy and numeracy
- Research experience: ability to analyse and interpret complex information
- Writing skills with a demonstrable track record of research and report
- Ability to communicate in a clear way with people at different levels, and at a distance
- Computer and web literacy able to work in Microsoft Office, Word, Excel and make effective use of social media as a work tool
- Firm understanding of and respect for requirements of confidentiality
- Excellent organisational skills and attention to detail

Desirable

- Background in journalism or experience of working in an NGO or other voluntary sector organisation
- A creative and positive approach to problem-solving
- Post-graduate qualification
- Experience of providing support to victims of abuse or trauma

TO APPLY

Email: Mary O'Shea, Head of Programmes
mary@rorypecktrust.org

Include: Your current CV and a cover letter

Closing date: Midnight of Sunday, 24th March, 2019