



Programme Assistant

June start date

3 days a week | £25,000 FTE pro rata

Fluency in French is required for this role

Reports to: Assistance Manager/Training Manager

About Us

The Rory Peck Trust provides practical and financial support to freelance journalists and their families worldwide, assisting in times of crisis and helping them to work more safely and professionally. We do this through assistance grants, our training fund, and online resources, as well as our annual Awards, which uniquely celebrate the work of freelance journalists.

We believe that freelancers play an important and integral role in newsgathering and see the Trust's purpose of protecting and supporting them as a practical and significant contribution to independent journalism and the free flow of information.

Based in London, the Trust works with a network of international partners. It is a co-founder of the Journalists in Distress (JID) network, a global group of organisations that provide support to journalists whose lives or careers are threatened because of their work. The JID network allows members to coordinate assistance and maximise their impact on a global level.

The Trust sits on the Board of the ACOS Alliance, an unprecedented coalition of news organisations, freelance journalist associations, and press freedom NGOs working together to champion safe and responsible journalistic practices for freelance and local journalists.

Though the Trust remains politically independent, it is often called upon to consult on various governmental and intergovernmental initiatives. In 2017, the Trust became a partner of the Council of Europe's Platform for the Protection of Journalism and Safety of Journalists. The platform is a digital tool which aims to improve the protection of journalists, allowing the contributing partners to alert the European Member States to threats and attacks against journalists in their countries and hold governments to account on issues of impunity.

The Trust is made up of a distributed staff team who all work remotely, either from home or a co-working space, with regular video contact and in-person meetings in central London. Further information can be found at <https://rorypecktrust.org>

About the role

The Programme Assistant sits within the Assistance team of the Rory Peck Trust. The key priority of the role is to research and verify cases and distribute assistance grants to beneficiaries, in line with the Trust's criteria, protocols and guidelines and to maintain the Trust's relationship with partners, with a special focus on the Africa region.

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 Programme assistant reports to the Assistance Manager and the Training Manager and is responsible to the Director of The Rory Peck Trust.



Job Description

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

Case Management

- Responsibility for researching and verifying cases - with a special focus on the Africa region and administering grants and training bursaries as appropriate, in line with RPT protocols; Liaising 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 recommendations 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;
- Coordination 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 situations 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 Eurasia;
- Assist and support the delivery of Safety Clinics in the Africa region in coordination with Assistance and Training Managers.
- 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 Assistance Manager and Training Manager;
- Help coordinate the Trust's participation in relevant platforms that promote safety for journalists within the region in close collaboration with RPT's Assistance Manager and research interns;
- Identify potential new relationships with new relevant contacts/ partner organisations, especially in the African region;
- In time and where relevant, represent the Trust at meetings, forums, roundtables and conferences.



Person Specification

This position requires someone with commitment, curiosity 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—an open communicator, passionate about freedom of expression and media development.

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
- Fluency in French, both written and spoken
- 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 reporting
- Ability to communicate in a clear way with people at different levels and at a distance
- Computer and web literacy able to work in G-Suite, 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
- The trust operates as a distributed staff team, experience of working independently and managing own workload is essential as the staff work remotely

Desirable

- Background in journalism
- Understanding of politics and/or human rights in the Africa region
- Experience of working in an NGO or other non-profit organisation
- A creative and positive approach to problem-solving
- Experience of providing support to victims of abuse or trauma
- Experience of case work
- Knowledge of Slack and Submittable

Applicants must be based within commuting distance of London as regular team meetings are held in the city centre. *Please note that this position is open only to candidates with an existing right to work in the UK.*

How to Apply

To apply, please email a 200 word bio, your current CV and a short cover letter (max. one A4 page) outlining what you bring to the role and why you want to work at the Rory Peck Trust, to: Amel Al Ariqi, Assistance Manager, Rory Peck Trust, at amel@rorypecktrust.org.

Deadline for applications: Thursday 1st June, 10am