Programme Assistant
3 days a week / £15K (£25K FTE paid pro-rata)
Starting date: 1st November

Deadline for Applications: Thursday 31st of August at 11.59pm (BST)

Reporting to: Assistance Manager

Location: Applicants must be within commuting distance of London, as weekly 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.

An exciting opportunity has become available for a Programme Assistant to join our small, friendly multi-national team. If you are interested in human rights and media freedom, this is a rare chance to develop your career in this area. Your work will have a direct impact on the lives of freelance journalists working all over the world.

The Programme Assistant sits within the Assistance team of the Rory Peck Trust. The priority of the role is to research and verify applications for assistance and distribute financial grants to journalists in line with the Trust’s criteria, and to maintain the Trust’s relationship with partners. You will work in close collaboration with the Assistance Manager and with other case officers across the Journalist in Distress network.

Responsibilities and Duties:

Case Management

- Research and verify cases in line with RPT protocol. Liaise with grant applicants, their families, referees or partner organisations in the preparation and verification of case reports.
- Assess the size of the grant in relation to need and locality, and identify the most efficient ways of distributing grants in relation to bank and transfer agreements.
- Ensure all required documentation is received and that case information is kept up-to-date with meticulous record keeping.

Research and Outreach

- Maintain and nurture relationships with the Trust’s existing network and partners, including civil society actors, media organisations, academia, and media freedom organisations.
- Where relevant, represent the Trust at meetings, forums, roundtables, and conferences internationally and within the United Kingdom. There is an expectation that the chosen candidate will be available to travel abroad on behalf of the Trust.
- Monitor political situations and alerts concerning journalists and advise colleagues on freelance-specific emerging regional and country-specific priorities, patterns, and challenges.
Qualifications:

This position requires someone with commitment, curiosity and energy. They should be a reliable team player, capable of working on their own initiative within a small team, and with the ability to take on responsibility - someone who is an open communicator and passionate about independent journalism and freedom of the media.

Essential:

- Education to graduate level.
- Fluency in English, both written and spoken; proficiency in other languages an advantage.
- Proven research experience: ability to analyse and interpret complex information.
- Ability to communicate in a clear way with people at different levels and in different locations.
- Proven attention to detail and record keeping.

Desirable:

- Experience working in the NGO or non-profit sector, or familiarity with journalism and media.
- Firm understanding of and respect for requirements of confidentiality.
- Excellent written communication with a demonstrable track record of research and reporting.

The Trust operates as a distributed team with all staff working remotely - the experience of working independently and managing one's own workload is essential.

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.

We are a member 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.

How to Apply:

To apply, email your current CV and a short cover letter detailing your qualifications and why you want to work for the Rory Peck Trust (max. one A4 page) to Amel Al Ariqi, Assistance Manager, at amel@rorypecktrust.org by the closing deadline of 31st August at 11.59pm (BST).