

JOB DESCRIPTION			
Position Title: Right to Education Project Coordinator			
Location: International Education Team, AA International, London			
Reports To: Senior Programme and Research Coordinator, International Education Team			
Also Accountable to: Project Steering Team (ActionAid, GCE, Amnesty Int'l)			
Functional Links: International Education Team, Project Steering Team, Advisory Panel, lead education staff at country level.			
Direct Reports: Consultants and Interns			
Budget Holder: International Education			
Purpose of Role: To promote and support legal advocacy on the right to education in line with the goals and aims of the Project: <ul style="list-style-type: none"> • To popularise the right to education and ensure all relevant actors (education coalitions, NGOs, UN agencies, governments, unions, activists, individuals) have access to up-to-date and nationally-relevant information on the right to education. • To provide strategic support to innovative human rights based advocacy and legal action on the right to education. • To develop and provide additional country based resources on the right to education • To share learning around effective legal protection of education rights and how this links to international and civil society mobilisation and advocacy. • To maintain a website that acts as a free, public access human rights resource on the right to education 			
Key Responsibility Areas:			
No.	Key Responsibility Area	Accountable to	Budget Holder
1	Website To maintain and update the English website on education rights (www.right-to-education) that acts as a vehicle for delivering and popularising the Project's extensive research, products and engagements, with particular attention to the country database. To track developments relating to education rights internationally and ensure these are captured in a reader-friendly form on the site. To respond to queries on the site and promote the site widely. To develop and promote an Arabic translation of the website. To monitor and promote the French and Spanish translations of the site.	<ul style="list-style-type: none"> • Senior Programme and Research Coordinator (IET) • Project Steering Team • Advisory Panel 	Education
2	Project's Advisory Panel To continue engaging with the Project's International Advisory Panel of leading human rights lawyers and advocates in different regions. To support virtual and face to face meetings of this group. To explore new ways to further extend the engagement and profile of the Panel.	<ul style="list-style-type: none"> • Senior Programme and Research Coordinator (IET) • Project Steering Team • Advisory Panel 	Education
3	Strategic Research Projects To identify consultants and oversee the	<ul style="list-style-type: none"> • Senior Programme and 	Education

	<p>delivery and highest quality of outputs in the following 3 priority areas for 2011:</p> <p><i>Indicators:</i> capture the Project's extensive research and field testing, and produce a methodological guide and an interactive web platform;</p> <p><i>Minimum Ages:</i> fundraise, launch and popularise the Project's major research publication on minimum ages (At What Age..?), as well as oversee the continued update and analysis of this research;</p> <p><i>Education in Emergencies:</i> produce a training module for the global Education Cluster Unit and thereby ensure continued focus on this area;</p>	<p>Research Coordinator (IET)</p> <ul style="list-style-type: none"> • Project Steering Team • Advisory Panel 	
4	<p>Capacity Building, Networking and Outreach</p> <p>To support training workshops on education rights and to reach out to and link up with esp. ActionAid, GCE and Amnesty, but also other relevant organisations and initiatives raising awareness of human rights standards and laws relating to education.</p>	<ul style="list-style-type: none"> • Senior Programme and Research Coordinator (IET) • Project Steering Team • Advisory Panel 	Education
5	<p>Project's Strategy</p> <p>To contribute to strategic thinking for the next 3-year period of the Project, harnessing the major achievements so far, re-thinking the role of partners (old and potential), Advisory Panel and the organisational structure of the Project, with a view to furthering research, outreach (also geographic) and knowledge management</p>	<ul style="list-style-type: none"> • Senior Programme and Research Coordinator (IET) • Project Steering Team • Advisory Panel 	Education
6	<p>Interns and Volunteers</p> <p>To manage internships, ensuring their effective contributions to the Project's goals and aims.</p>	<ul style="list-style-type: none"> • Senior Programme and Research Coordinator (IET) • Project Steering Team 	Education
7	<p>Fundraising and reporting</p> <p>To develop further fundraising proposals to complement existing core and project specific funding that is in place. To report to existing donors.</p>	<ul style="list-style-type: none"> • Senior Programme and Research Coordinator (IET) • Project Steering Team 	Education
8	<p>Financial responsibilities</p> <p>To manage the budget of the Education Rights Project.</p>	<ul style="list-style-type: none"> • Senior Programme and Research Coordinator (IET) 	Education
<p>Skills and Qualifications:</p> <ul style="list-style-type: none"> • A strong background in economic, social and cultural rights work • Knowledge of international human rights law, especially as it relates to education 			

- Experience of working on education rights in either Africa, Asia or Latin America
- Experience of working with the United Nations and/or international NGOs
- A masters degree in a relevant field
- Experience of coordinating advocacy and research
- Experience of both management and fundraising
- Excellent writing and knowledge management skills, experience from web-based media
- A strong commitment to human rights, non-discrimination and socio economic justice
- Critical and enquiring perspective, and a desire to apply strategic thinking
- French, Spanish and/or Arabic is highly desirable

Signed By: **Date:**