**Job Title** Project Manager

**Job Reference** Child justice

**Closing date** 1 Dec 2015

**Location description** Flexible, but ideally in London, Leeds or Budapest (Hungary)

**Hours** Full Time

**Contract** Contract

**Education Level** Undergraduate degree (or equivalent)

**Salary description** Based on experience

***Please note, CVs alone are not accepted for this post. You need to fill in and send the application form as well.***

**Job description and summary**

**Project Manager – “Innovating European lawyers to advance the rights of children with mental disabilities”**

Children with learning and other disabilities are particularly vulnerable to human rights violations because of their impairments and due to prejudice and stereotypes. Frequently they are denied access to justice for such abuses, and lawyers are often ill-equipped to provide legal assistance.

The Mental Disability Advocacy Centre (MDAC), an international human rights organisation, is searching for a person to manage an 18-month project training lawyers across the EU to protect and promote the rights of children with mental disabilities. The project will take place in eight EU member states, and will involve the development and roll-out of a training programme based on international human rights standards, targeting legal professionals.

The post-holder will:

* Manage the overall delivery of the project, including the development of a training package and related materials.
* Proactively coordinate with project partners in eight EU Member States and other stakeholders across Europe.
* Take overall responsibility for monitoring and managing the project budget, financial reporting and donor obligations.
* Coordinate an external evaluation of the project, including recruitment of an evaluator.
* Take part in the delivery of training in all eight project countries.
* Have responsibility for disseminating information and learning from the project through relevant domestic and international fora, journals, mainstream media, etc.
* Coordinate dissemination of project results to European bar associations, NGOs, national human rights institutions and lawyers in the EU and Council of Europe regions, and at the United Nations.

The ideal candidate will have the following:

**Qualifications:**

* University degree in law, social science or related discipline (essential)
* Masters in a relevant field (desirable)
* Management qualification (such as an MDA, MPA or other) (desirable)
* Training or education qualification (desirable)

**Skills and experience:**

* Advanced written English language skills
* Minimum three years relevant work experience in the field of children’s rights and/or the rights of people with disabilities and/or access to justice
* Project management and use of related software
* Proofreading and editing
* Organising and conducting training, education and learning activities for lawyers
* Experience of managing cross-border networks
* Budget management and donor reporting

**Personal attributes:**

* Commitment to MDAC’s mission, vision and organisational values
* Willingness to be based in the UK or Hungary with frequent travel in Europe
* A commitment to engage in dialogue with a wide variety of stakeholders
* Evidenced analytical skills and ability to thrive when handling complex material and situations
* Strategic thinking and ability to seek linkages between people and themes
* Ability to learn quickly and thrive on multi-tasking
* Outstanding writing skills and ability to condense complex information into punchy outputs
* Excellent interpersonal communication skills
* Ability to deal with ambiguous external factors and a high-paced working environment.