



Every Casualty Worldwide
86 – 90 Paul Street
London, EC2A 4NE
United Kingdom

www.everycasualty.org

Vacancy: Network Coordinator (East Africa)

Role title:	Network Coordinator.
Salary:	£30,000 per annum pro rata at 0.4 FTE (equiv. £12,000p.a).
Role purpose:	To implement coordination and outreach activities, under the guidance of the Network Director, with partner organisations in East Africa.
Working hours:	Part-time, 14 hours per week (0.4 FTE). Ideally, hours would be spread evenly across five days but there is substantial flexibility in working schedule subject to prior agreement.
Contract:	12 months initially, annual extension subject to confirmation of funding.
Reports to:	Executive Director. Will also work closely with Network Director and other staff.
Location:	Fully remote, WFH.

Every Casualty Counts (ECC) is recruiting a Network Coordinator to strengthen our organisational capacity and meet the needs of our growing membership in Somalia and wider east Africa. The Network Coordinator will support and report to the Network Director, who manages the work of the Casualty Recorders Network as a whole.

This is a part-time, entry-level position and home-based. Working hours are flexible.

About us

ECC is a UK registered charity which exists to support, raise awareness of, and promote the careful recording of casualties of armed conflict worldwide. We convene an international network of casualty recording organisations, and support its members with technical advice, capacity building support, training, advocacy, and networking opportunities. We also research aspects of casualty recording, including its procedures, development, legal basis, and impacts. The ultimate aim of our work is to save lives, relieve suffering, and support sustainable conflict resolution.

The ECC network is growing rapidly, with a strong recent increase in membership from Somalia and the wider east Africa region.

Role responsibilities

Under the guidance of the Network Director, the Network Coordinator will:

- Research and assess potential new members of the network, including conducting due diligence checks.
- Act as primary point of contact between east Africa members and the Network Director, including acting as interpreter on group calls if required.

- Assist with drafting official statements and other project documents in English and Somali.
- Assist with planning and organising online events including webinars and training sessions, ensuring relevant logistical requirements are met.
- Work with the Executive Director on preparing grant applications and reports to donors.
- Maintain a calendar for east Africa project activities and reporting.
- Perform general administrative tasks and other related duties in support of the Network Director and Executive Director as reasonably required.
- Arrange meetings, maintain a contacts database, and perform additional background research and writing tasks on an as-needed basis.

Person specification

Regrettably, this post is only open to candidates with an existing right to work in the UK.

Essential

- Fluent written and spoken English and Somali language.
- Ability to communicate clearly and effectively, both orally and in writing, with a range of interlocutors, including working on emotive and controversial topics with non-native speakers.
- Ability to work independently with minimal supervision while collaborating with colleagues and partners in multiple locations.
- Demonstrable experience and interest in a relevant field such as transitional justice, human rights, international law, conflict and security.
- Outstanding personal organisation, planning and prioritisation.

Note that as this is a home-based role, candidates must have guaranteed access to a stable internet connection.

Desirable

- Experience in a similar network coordination and/or capacity-building role.
- Arabic, Swahili or other additional languages.
- Knowledge of the UN system, including Geneva-based human rights mechanisms.
- Experience in casualty recording, country research or human rights monitoring.
- Experience in administrative and logistic tasks such as maintaining contact databases, event coordination and planning and processing reimbursements.
- Experience with mail-merge, Wordpress, Adobe, Canva, MailerLite or equivalents.
- Lived experience of conflict and post-conflict societies.



Every Casualty Worldwide
86 – 90 Paul Street
London, EC2A 4NE
United Kingdom

www.everycasualty.org

How to apply

Please send a CV and cover letter detailing how you meet the person specification, to director@everycasualty.org. If you have any questions about the role or your suitability, feel free to get in touch for an informal chat. No agencies please.

Deadline

5 July 2024