



**PROGRAM OFFICER
BERTHA JUSTICE INITIATIVE
LONDON**

Bertha UK Ltd is seeking a full-time Program Officer for the Bertha Justice Initiative program. The successful candidate will be based in the Bertha offices in London. Bertha UK Ltd advises the Bertha Foundation in Geneva.

The Bertha Foundation supports forms of activism that aim to bring about change and champions those using media, law and enterprise as tools to achieve their vision (<http://www.berthafoundation.org/>). We envision a society where stories come from many different voices, where law is used as a tool for justice and where business delivers positive social impact. The Bertha Justice Initiative seeks to support and grow the practice of movement lawyering, recognizing that the law has long been a crucial element in the struggle for social justice and movement lawyers have shown us how the law can be used as a tool for change. The program supports organizations that practice public interest law and promote movement lawyering around the world and two-year fellowship positions for emerging lawyers at these organizations. By facilitating a global network of public interest lawyers and training emerging lawyers in this field, we work to inspire the growth of social-impact law.

The Program Officer is responsible for assisting in coordination and management of the Bertha Justice Initiative. This will include establishing effective modes and means of communication for the Bertha Fellows and partners network, grant management and administration on Bertha Justice Initiative grants, and assisting with events and new projects of global reach within the Be Just Program. The Program Officer will report to and work under the supervision of the Director of Legal Advocacy in the London office, but will also work in close collaboration with program directors in the Bertha Foundation's other work portfolios. This position will require some international travel that will include some weekends. Salary is commensurate with experience.

Key responsibilities

- Primary responsibility will be focused on facilitating communications and gatherings within and between Bertha Fellows and partner organisations.
- Assisting the coordination of Bertha Justice Initiative grant management, including assisting with proposal and budget preparations for Bertha Foundation's board of trustees, ongoing monitoring and evaluation of grants and input into ongoing development of the Be Just Fellows network.
- Planning and organizing Bertha Justice Initiative events and site visits, under the supervision of the Director for Legal Advocacy in London.

- Providing research assistance and preparing presentations for conferences and other public events on human rights topics.
- Maintaining the Bertha Justice Initiative web page, the Be Just blog, newsletter and other forms of external communication for the program.
- Assisting with connecting relevant grantees within Bertha's other portfolios of activism and media to Be Just network.
- Assisting the Director for Legal Advocacy in developing new projects.

Qualifications

- A university degree, and at least 3 years relevant work experience. Experience in public interest law firms desirable.
- Demonstrated interest in law, human rights, international civil society development.
- Project management and event planning experience, with a successful track record of managing complex, large-scale projects and producing high quality work to deadline and within budget.
- Ability to manage multiple projects with tight deadlines.
- Excellent communication skills including fluency in written and spoken English required; working level in French or Spanish strongly desirable; additional language skills desirable.
- Strong cross-cultural communication skills, as well as knowledge, understanding and experience of working in an international context.
- Goal-oriented with strong attention to detail.
- Ability and willingness to travel internationally necessary.

Application instructions

Salary is commensurate with experience; generous benefits package included.

To apply: Interested candidates should submit a CV and cover letter that specifically addresses the candidate's suitability to perform the job responsibilities detailed above to: vremita@berthafoundation.org.

Deadline: October 12, 2014

Start date: As soon as possible.

Only those offered interviews will be contacted. **No phone calls please.**

Bertha UK Ltd is an equal opportunity employer and encourages candidates of all racial, ethnic and religious backgrounds to apply. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation.