

Amnesty International Türkiye
Job Description of Human Rights Education (HRE) Program Manager

JOB TITLE	Head of Ankara Office - HRE Program Manager
DEPARTMENT	HRE
REPORTING TO	Director
GRADE	Manager
WORK HOURS / WEEK	40

POSITION SUMMARY

The manager of the HRE programme and Ankara office is responsible for the effective organisation of the HRE programme of Amnesty International Türkiye, ensuring an appropriate balance and prioritisation across the portfolio of not only the education programmes which are running simultaneously- based on the international/local strategies and priorities of the international/local movement – and also producing and adaptation of HR resources, digital education resources and distribution. Also ensuring that all processes are in place for the development and implementation of all kinds of HRE actions, effective reporting, monitoring and evaluation of campaigns and budget monitoring.

The manager is supervising the HRE staff and interpretation of the section and is responsible for the coordination with other staff members and departments in Amnesty Türkiye, the international movement, and external organisations. The manager is responsible for managing and applying innovative changes and methods for the programme and make necessary changes in the program due to needs, in line with the global HRE team.

One of the main duties is to ensure the administrative management and sustainability of the Ankara project office, to provide a healthy working environment by leading the employees of the Ankara project office.

MAIN RESPONSIBILITIES

- Manage Amnesty's human rights education (HRE) programme of work, including leading and supporting the development and implementation of HRE strategies and operational plans across Amnesty Türkiye.
- Develop partnerships and strategic relationships with other human rights education organisations and institutions.
- Ensure the dissemination of Amnesty International's current human rights and human rights education policies and strategies and recommend revisions to these in order to enhance and strengthen our human rights education work.
- Lead the coordination, financial/budget management and organizing of all HRE programs.
- Manage the Ankara office staff and HRE program staff, guide and set effective performance evaluation and measurement goals for each person in the department.

- Ensure the HRE program staff demonstrate best practices in working with other departments within AI Türkiye, sustaining integration with other depts.
- Determine the local strategic goals of the HRE program, set team objectives and goals in line with global strategic goals, and ensure their implementation.
- Develop and establish the budget of the HRE program, monitor current performance and reporting including monthly budget estimates.
- Lead the identification and adaptation of all online/offline resource materials produced and adapted from the global movement to develop education and human rights.
- Work collaboratively with the HRE Program team to create the mission, objectives, and plans of the team, including attendance at team meetings.
- Support the HRE staff at coordinator level in budgeting, budget management, tactical changes and decision making in the HRE work and ensure smooth functioning.
- Work as a part of the management team to establish institutional strategic goals and objectives in collaboration with this team.
- Develop and maintain strong relationships with colleagues in the International Secretariat and national sections and contribute to international campaign planning processes at both operational and strategic levels.
- Ensure the administrative management and sustainability of the Ankara project office, to provide a healthy working environment by leading the employees of the Ankara project office. Fulfil responsibilities related to office arrangement and smooth operation, managing all staff in the office.
- Monitor and oversee all processes from the grant application process to reporting for the program and projects within the program, and search for funding resources.
- Represent AI Turkey to the movement, state authorities, international organizations or networks **if required**, as a part of the management team of the section.

SKILLS AND EXPERIENCE

- Commitment to the aims and objectives of Amnesty International,
- Having worked in a similar managerial position for 3+ years, preferably in the NGO sector,
- Expert working knowledge and analytical understanding of human rights education, active participation and participatory methodologies and their implications with a strong focus on Education Technology.
- Experienced in developing and running education programmes in a multi-cultural and multi-lingual environment.
- Ability to lead and sustain strategy development, vision, plans, monitoring, and evaluation processes.
- Ability to effectively lead, manage staff virtually and face to face and financial resources.

- Experience of managing conflicting demands in a fast moving and changing environment, meeting deadlines, and adjusting priorities.
- Readiness to report and be accountable.
- Exceptional written and verbal fluency in English and preferably in one or more additional languages
- Being sensitive to work with right holders.
- Experience of managing people and teams, of successfully coaching and mentoring people, and encouraging integrated and new ways of working; ability to identify and address skills gaps and experience of capacity building and training,
- Experience of managing conflicting demands, meeting deadlines, managing budgets, and adjusting priorities and use limited resources effectively,
- Ability to develop long-term plans and to adapt to fast-changing situations,
- Ability to use limited resources effectively,
- Willingness to work flexible hours including evenings and weekends when required,
- Advanced proficiency in using MS Excel (custom tables, macro applications),
- Experienced in fulfilling external governance and reporting requirements,
- Ability to perform multiple tasks simultaneously with personal qualities of integrity, reliability, and dedication to mission,
- Strong leadership and team-building skills,
- Experienced in developing and managing a diversity, impartiality, and inclusivity plan.
- Pedagogical or social science education is an advantage, teaching or training experience is an advantage.

WORKING RELATIONSHIPS

Reporting to: Director of AI TR

Posts that this job manages: HRE Program Coordinators, HRE Program Officers,

Other key relationships: The Manager of the HRE department works closely together with the Campaigns and other department staff members and the Director and ensures good working relationships between the Campaigning Team and other staff members, volunteers, activists; the Turkey Team, the Campaigns Department, and other relevant teams at the International Secretariat and where relevant with other s/s in the Amnesty International movement. (S)he is responsible for alliances and working relations with external organisations and people.

