



# UKRAINE JUDICIAL TRAINING PROJECT LEAD

## JOB DESCRIPTION and PERSONAL SPECIFICATION

**TRIGGER WARNING:** this job will involve upsetting content.

### OVERVIEW

<b>Title:</b>	Ukraine Training Project Lead
<b>Responsible/Reports to:</b>	RUKP Lead
<b>Stakeholders:</b>	CSSF, FCDO, Sir Howard Morrison QC, Ukraine Prosecutor General and delegates, Project Board, A4ID Ukraine Brief Holder
<b>Responsible for:</b>	Project Administrator (in-country tbc)
<b>Contract:</b>	Fixed Term – 1 Year
<b>Hours:</b>	Full time, 35 hours per week.
<b>Location:</b>	Remote/Hybrid, with office base in London.
<b>Travel:</b>	Ukraine, Poland, amongst others
<b>Salary:</b>	£45,000 to £50,000
<b>Start Date:</b>	As soon as possible

Advocates for International Development (A4ID) is a charity with a vision to see the law and lawyers play their full part in the global eradication of poverty. A4ID seeks to be an authoritative voice of the legal community, to inspire and enable lawyers to join the global fight against poverty, and to ensure that legal support is available for those engaged in that fight.

A4ID is making its vision and mission a reality through its innovative pro bono broker service and bespoke pro bono projects; its respected education and training programmes; its acclaimed thought leadership and policy work; its Rule of Law Expertise UK Programme; and its international project work.

A4ID's pro bono brokerage service ensures that NGOs, social enterprises and developing country governments, law societies and bar associations worldwide can access the legal support they need. A4ID matches requests for assistance from Development Partners with high-quality expertise from Legal Partners.

A4ID's education programme brings together legal and development professionals to share best practice and learning, exploring key issues in law and development and equipping lawyers to better understand these issues.

A4ID's thought leadership and policy work provoke discussion on best practice for the legal and development communities in key areas such as business and human rights in the legal, business and development sectors, the role of law and rule of law in international development,





and the advancement of the United Nations Sustainable Development Goals (“SDGs”) with its objective of eradicating poverty globally by 2030.

### **About The Ukraine Project**

This project will be part of the Rule of Law Expertise UK (ROLE UK) Programme, funded by the Foreign, Commonwealth & Development Office (FCDO). One of the goals of A4ID’s ROLE UK Programme is recognising the intrinsic link between improved rule of law and poverty reduction, with a focus on human rights through supporting rule of law interventions including, but not limited to, improving policies, laws, institutional capacities, procedures and practices within legal and judicial systems.

The role holder will join A4ID and will increase collaboration toward strategic and sustainable rule of law outcomes, they will facilitate coordination opportunities between the UK legal sector, international stakeholders and practitioners, and stakeholders in partner countries, through networks, forums and bespoke opportunities for peer-to-peer learning. This Project will train 90 Ukraine judges between September 2022 and March 2023. This role holder will lead the Project from start to finish in line with the approved proposal and budget. The curriculum covers war crimes, crimes of aggression, genocide and crimes against humanity and the deliverables include a Bench Book and training materials for the in-person training sessions.

### **ROLE DESCRIPTION**

The Project Lead will be a member of the ROLE UK Programme Team and will have as their main responsibility the design, planning, delivery, implementation and evaluation of the Project to train 90 Ukraine Judges to write good judgments for war and combat related cases. They are accountable for project administration and management to time, cost, quality and ensuring the benefits of the project are realised.

The role holder will foster and manage stakeholder relationships to deliver, monitor and evaluate the impact of the expected outcomes. The role holder must be fluent in Ukrainian and English. As a member of the ROLE UK Programme team, the Project Lead will be asked to engage with coordination and learning activities across the ROLE portfolio as well as representing A4ID on the Ukraine Project.

The role will be line managed by the ROLE UK Programme Lead. The role holder will be required to agree to A4ID employee policies.

### **KEY RESPONSIBILITIES**

- Delivery of the Ukraine Judge Training Project in line with the agreed Project Proposal and Activity Based Budget, from initiation to close, in addition to any other A4ID assignments required by the ROLE UK Programme Lead;
- Lead on the design, planning, delivery, monitoring and evaluation of the project to train Ukraine judges;
- Liaise with CSSF, FCDO, in-country programme team and A4ID staff and legal partners to deliver the project;
- Source, manage and coordinate legal and judicial experts and legal peers for the project;





- Lead on and quality assure of the development of English and Ukrainian written materials, managing external consultants and pro bono experts to ensure deliverables conform to project requirements;
- Lead on the design of the project which includes but is not limited to the syllabus (curriculum), logistics, networking, budgets and rollout to close;
- Lead on planning of the project which includes but is not limited to the Project requirements, budget, roadmap, timetable, meeting management, venue management, translations, translators, materials and publicity;
- Lead on the delivery of the project which includes but is not limited to the active organisation of people, data, risk management, technology, content (including translations), time, media and place;
- Own the project deliverables which includes but is not limited to the schedule, logistics, the training sessions and materials (Bench Book, Train the Trainer Guide, Judge (trainee) Training Notes and a guide for the Peers), the peer-to-peer pairings and debrief conference, the monitoring and evaluation dashboard, benefits realisation and reporting;
- Lead on project monitoring of time, cost, benefits and quality;
- Accountable for convening the Project Board and obtaining approvals during the Project;
- Participate in and contribute to the A4ID team; and
- Contribute to the delivery of A4ID projects as required by the ROLE UK Programme Lead.

### **Monitoring, evaluation and learning**

- Lead on devising a monitoring and evaluation (M&E) strategy for the Project in consultation with the ROLE UK Programme MEL Officer, and implementing it;
- Ensure the Project M&E plan aligns with the ROLE UK Theory of Change and contributes to the Programmes objectives;
- Represent A4ID and the Project at relevant networking, coordination, knowledge generation and public events, for example, European Pro Bono networks;
- Supporting the delivery of ROLE UK's monitoring and evaluation implementation plan to ensure that assignment data is gathered, analysed and reported against logical framework indicators;
- Support the development of reports, blogs and case studies on project activity;
- Ensuring all Project communication is approved and published as per Project guidelines and requirements;
- Supporting the development of papers and events, which disseminate evidence and lessons learned.

### **Programme Management Support**

- Reporting to the RUKP Lead and supporting other reporting including to FCDO and CSSF;
- Reporting progress and financial information to all relevant stakeholders, for example, the Project Board and A4ID;
- Manage the budgets;
- Prepare for Project audits and manage the audit process;
- Supporting maintenance of strong programme management and knowledge management systems and processes.

### **A4ID Funding & Development**

- Contributing to A4ID's business development by assisting with the organisation's fundraising, strategy and broader development;





- Assisting with the review, assessment, and evaluation of trusts, foundations or institutional funding;
- Drafting and scoping applications to relevant identified trusts, foundations or institutions for any projects or products that require external funding to develop, undertake, roll out or scale up;
- Assisting with relevant A4ID income generation activity;
- Reporting to donors and funders on progress with A4ID funded work;
- Any other work as directed by the Project Board, A4ID Chief Executive and A4ID Ukraine Brief Holder.

## **PERSON SPECIFICATION**

### **Essential**

- Fluent in both English and Ukrainian;
- A high level of personal resilience in dealing with upsetting content;
- A minimum of 10 years' experience of project management within international development, humanitarian or related sectors;
- Experience of working within a legal environment and/or a legal qualification;
- Experience of delivering at least two programmes with a training component;
- Demonstrable experience of working within a matrixed team and of managing others;
- Developing and managing relationships with a range of stakeholders, including the legal community, donors, civil society organisations and government representatives;
- Experience in implementing monitoring and evaluation processes;
- A confident, responsible and proactive individual who is comfortable with ambiguity;
- A resilient person who has demonstrable experience of project delivery in difficult environments;
- Excellent diplomacy and interpersonal skills, with an aptitude for interacting effectively with a variety of people at all organisational levels;
- Excellent verbal and written analytical skills;
- Highly organised and methodical, with careful attention to detail, and the ability to prioritise and manage workloads effectively;
- Comfortable working independently and collaboratively as part of a small team;
- IT proficiency including knowledge of MS Office – Word, PowerPoint and Excel, as well as Sales Force and remote working software, and a desire and aptitude to learn and use new software and devices;
- Commitment to international development and the efforts made towards attaining the Sustainable Development Goals.

### **Desirable**

- Experience of how courts and trials work;
- Experience of the legal aspects of war crimes trials;
- Working experience with FCDO/CSSF or another donor organisation;
- Experience of managing or working on a capacity building project in the international development or humanitarian sectors;
- A Master's Degree in a relevant subject;
- An interest and commitment to the rule of law.