

## Job Description – Advisor

**Job Title:** Advisor, Shift

**Reporting to:** Business Learning Program Director

**Effective Date:** As soon as possible

**Location:** London or New York, with existing permission to work in the relevant location

**Type of Employment:** Full-time employee

### Background:

Shift is the leading center of expertise on the UN Guiding Principles on Business and Human Rights. Our global team of experts works across all continents and sectors to challenge assumptions, push boundaries, and redefine corporate practice, in order to build a world where business gets done with respect for people's dignity, everywhere and all the time. Shift is a non-profit, mission-driven organization, headquartered in New York City.

### Purpose of Position:

Playing an essential role in our small, dynamic team, this position will be responsible for driving critical relationships with project partners from business, government and civil society. As an Advisor, you will work closely with senior Shift staff on engagements that will span the breadth of our work, with a particular focus on engaging business through our Business Learning Program to advance meaningful implementation of the UN Guiding Principles. We will rely on you to be confident, curious and proactive, able to identify and act on strategic opportunities to strengthen Shift's impact, within individual project relationships and beyond.

### Responsibilities:

- Acting as the lead or in a support role to drive strategic implementation of the UN Guiding Principles in Shift's engagements with diverse partners, including governments, companies, investors and civil society organizations;
- Project managing individual partnerships or projects to help ensure they are delivered on time and to a high quality with maximum impact;
- Analysis and drafting of project reports and other outputs tailored to different audiences;
- Leading or supporting the delivery of tailored workshops with project partners and other stakeholders on core concepts in the UN Guiding Principles;
- Being a brand ambassador for Shift, including speaking on public platforms about Shift's work;
- Working collaboratively with the rest of the Shift team to drive the overall impact of our work;
- Traveling regularly internationally to conduct engagements in a wide range of settings.

### Experience, competencies and skills:

#### Required:

- Bachelor's degree and 5+ years of experience engaging with companies, governments or other similar organizations on human rights-related issues. Confidence and maturity in engaging with business specifically.
- Strong analytical ability, combined with the ability to synthesize and explain information clearly and compellingly.
- Very high level of comfort with presentation and public speaking, and ability to adapt communication style to different audiences.
- Very strong organizational skills and attention to detail, including in project management. Experience developing and delivering on time-bound plans, including managing the involvement of colleagues and external partners.
- Ability to work independently and also collaboratively with a small team, and comfort with adapting flexibly to changing situations.
- High level of self-awareness in a professional setting and an openness to feedback.
- Excellent oral and written communication skills in English.

- Existing permission to work in the UK or US and a willingness to work in either London or New York.
- The appetite and ability for substantial international travel.

**Desirable:**

- Experience working with the UN Guiding Principles on Business and Human Rights in an applied context.
- Experience in training or facilitating learning or dialogue processes with companies, particularly on topics related to human rights.
- Language skills in addition to English, especially Spanish.

**Salary and Benefits:**

This position offers a highly competitive nonprofit salary. Benefits include:

- Health care: coverage in line with UK law for London-based employees; full individual coverage for US-based employees through Shift's healthcare plan.
- Vacation: 4 weeks per year plus official UK or US holidays. Sick leave and parental leave are also provided for.
- Retirement account: employer contribution of 5% p/a.

**Deadline for Applications: COB NY time on Wednesday, 20 March 2019**

Please submit a 1 page (maximum) letter of interest, CV, short writing sample and contact details for 3 recent referees by email marked to the attention of Tawny Tidwell, Communications and Operations Administrator, at info[at]shiftproject.org with the heading "Application for Advisor Position". Interviews will be scheduled in the week commencing 25 March.