

Position Description – Project Associate

Title: Project Associate

Effective Date: As soon as possible

Location: London preferred

Type of Position: Part time (50%) contractor

Background:

Shift is the leading center of expertise on the UN Guiding Principles on Business and Human Rights. We were founded in 2011 by a team that was centrally involved in shaping and writing the UN Guiding Principles, and Professor Ruggie, author of the Guiding Principles, is Chair of our Board of Trustees. Shift is a non-profit organization dedicated to embedding the UN Guiding Principles into practice to advance the human rights of workers and communities around the world. Our team of experts works globally with businesses, governments, civil society and international organizations. We focus on advancing rights-respecting business practices and helping build markets in which they are recognized and rewarded.

Purpose of Position:

Shift's flagship project Valuing Respect aims to identify ways to better evaluate companies' human rights performance. It is a global, collaborative platform for research and consultation, working with, and learning from, experts within and beyond the business and human rights arena. The three-year project aims to develop fresh insights, smart tools, methodologies and indicators that can help assess how well companies address risks to people. Our ultimate purpose is to help all stakeholders focus resources on actions that make a real, positive difference to peoples' lives.

The person selected for this position will play a critical role in conducting and managing various areas of cutting-edge research for Valuing Respect, and engaging with a broad range of stakeholders who have experience and insights to offer. They will work closely with Senior Associate and Project Lead Mark Hodge and Shift's President, Caroline Rees, to help evolve the project's research agenda and craft public outputs. A priority research area will be the role of technologies in accessing the perspectives of people affected by business – what models exist, how successful and transferrable are they, and what do they suggest more generally for the effective integration of 'stakeholder voice' in evaluation methodologies? Other research areas include business models or strategies that carry inherent human rights risk, and ways of measuring the value to business of respecting people's human rights.

Tasks:

Specific tasks will include:

- **Leading a key body of research into the integration of 'stakeholder voice' into evaluation methodologies**, including through the use of technologies.
- **Managing a number of other research areas** conducted in partnership with third parties, including research design, time management and quality control.
- **Identifying key experts and other stakeholders** with whom the project team needs to engage and supporting formal and informal consultations
- **Helping to craft research outputs** for further consultation with stakeholders.
- **Acting as a first point of contact** for enquiries about Valuing Respect.

Qualifications, experience and skills:

- **Required:** Bachelor's degree and at least five years of experience conducting research within the field of business and human rights.
- **Desired:** Practical experience working on the implementation of business respect for human right with companies, governments or other stakeholders.
- **Required:** Exceptional analytical skills, with experience handling broad and complex sets of information, identifying patterns, trends, and developing original insights that can help advance a field of practice.
- **Required:** Exceptional written and verbal communication skills in English, with experience writing about complex topics in simple, accessible ways.
- **Required:** Experience managing multiple projects and stakeholder relationships under time pressure, including liaising simultaneously with numerous external parties in an international setting.
- **Required:** The ability both to work independently, and to collaborate well with diverse groups of individuals in ways that capitalize on the skills and knowledge they hold.
- **Required:** Very strong organizational skills and attention to detail, including in relation to process management. Experience developing, and delivering on, time-bound plans that require involvement by numerous colleagues and some external parties.
- **Required:** Excellent interpersonal skills with an ability to build and maintain strong working relationships with individuals across different organizations and fields of expertise.
- **Desired:** Specific practical or research-based expertise in one or more of:
 - a. the role of technologies in stakeholder engagement and/or evaluation methodologies;
 - b. processes of engaging with workers or communities affected by business to understand their perspectives;
 - c. the design and application of evaluation methodologies.
- **Required:** An ability and desire to travel internationally.

Compensation, duration and location:

This is a half-time position (2.5 days per week) for an initial contract period of one year. The preferred location is London. Compensation is at a competitive non-profit rate.

Deadline for Applications: Wednesday 26 September, 2018

Please submit a one page (maximum) letter of interest, CV, short writing sample and contact details for 3 references by email marked to the attention of Tawny Tidwell, Operations Administrator, at info@shiftproject.org with the heading "Application for Project Associate Position". Interviews will be scheduled in the week commencing 1 October.