

# Vacancy Notice

## Information + Publications Officer



INTERIGHTS seeks an **Information and Publications Officer** to manage its expanding publications work and website. This varied and interesting post offers an opportunity to be responsible for a range of highly regarded publications which provide a vital resource for lawyers and human rights activists around the globe. The post-holder will also help to shape INTERIGHTS' wider communication and outreach work.

The successful applicant will hold a **legal qualification** (degree, diploma or similar professional experience) and have **knowledge of editorial, design and publications processes**. Experience of managing multiple projects and meeting deadlines is essential, as well as excellent written communication, copy-editing and proof-reading skills. **Fluency in English is required**; fluency in French is desirable.

Together with strategic litigation and capacity building activities, INTERIGHTS' publication and information dissemination work is ultimately designed to strengthen human rights jurisprudence and obtain redress for people whose rights have been violated.

INTERIGHTS defends and promotes human rights and freedoms worldwide through the use of international and comparative law. We provide expertise and advice on human rights litigation regarding issues of particular international, regional or national importance. In cases where important principles are at stake we may act as co-representative, a 'friend of the court' (*amicus curiae*) or advisor to counsel. We work with local lawyers, judges and NGOs, strengthening their capacity to defend human rights effectively at both national and international fora.

We are a UK registered charity established in 1982. We operate from an office based in north London. There is currently a team of 20 staff, including ten lawyers with specific geographical or thematic expertise.

**Indicative salary is £30,000–£35,000**, depending on skills and experience. An attractive pension and benefits package is also offered.

Employment is subject to obtaining permission to work in the UK. In line with UK employment law, INTERIGHTS may sponsor a work permit application for a non-EU national if a qualified EU national cannot be found to fill this position.

To apply please complete the attached **application form** and return it, along with a **sample of work** you have either written or edited, by e-mail to the address below. The **closing date** for this post is **17:00 GMT, 11 July 2008**. Candidates will be short-listed and interviewed for this position shortly thereafter. Short-listed candidates not based in the UK may be interviewed by telephone.

*For more information please contact:*  
Michelle Ofondu  
E-mail: [mofondu@interights.org](mailto:mofondu@interights.org)

*No cvs or cover letters please. INTERIGHTS is committed to equal opportunities.*

# Job Description

## Information + Publications Officer



<b>Job Title</b>	Information and Publications Officer
<b>Responsible to</b>	Executive Director and Legal Director*
<b>Responsible for</b>	No line management responsibility, may supervise the work of interns and volunteers*
<b>Primary Objectives</b>	<ul style="list-style-type: none"><li>• To develop and maintain INTERIGHTS' regular and <i>ad hoc</i> legal publications</li><li>• To develop and maintain INTERIGHTS' website, which hosts two searchable legal case databases</li><li>• To contribute to development of INTERIGHTS' wider outreach work through the production of a range of informational and promotional materials</li></ul>

### Main Duties and Responsibilities

#### 1. INTERIGHTS' Publications and information resources (40%)

- Responsibility for identifying, developing and reviewing legal material for INTERIGHTS' regular and occasional legal publications
- Together with colleagues, identifying themes and topics for future publications
- Preparing, implementing and monitoring production schedules for all publications
- Responsible for the production and maintenance of all INTERIGHTS' legal publications (including its website and case databases)
- Overseeing the publishing process including commissioning, editing, proofreading, typesetting, printing, dissemination and of all publications and informational materials
- Coordinating contributions from volunteer case-report editors for the *Commonwealth Human Rights Law Digest*, the *International Law Reports* and the online case database
- Writing content of publications and articles where necessary
- Management of translation of INTERIGHTS' legal materials
- Development of a strategy for INTERIGHTS' publications and website

#### 2. Outreach and marketing (25%)

- Responsible for the production and dissemination of non-legal publications including drafting, editing and formatting
- Liaising with the Fundraising and Development Manager\* regarding materials and information for fundraising and outreach
- Liaising with colleagues across the organisation to develop material for INTERIGHTS' website
- Ensuring the website is regularly updated and remains an accurate, up-to-date information source

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\* Reporting responsibilities may change in line with an organisational review that is currently taking place. The review will not affect other aspects of the job description, person specification or other terms and conditions of employment.

- Analysing website usage
- Sourcing images for publications and developing a picture library
- Contributing to the further development of a communications strategy
- Conducting targeted marketing to potential publication subscribers and manage subscriptions and sales of INTERIGHTS' publications (through INTERIGHTS' database)

3. *General responsibilities (25%)*

- Remaining abreast of legal developments relevant to INTERIGHTS' mandate
- Maintaining and developing INTERIGHTS' house style and ensuring brand. Responsible for ensuring consistency of style and design across all INTERIGHTS' publications.
- Liaising effectively with and managing relationships with publication authors, editors and contributors as well as designers and relevant suppliers for design, printing and distribution
- Managing publication subscriptions (through INTERIGHTS' database system) and managing inventory
- Convening occasional meetings of editorial boards when required

4. *Other (10%)*

- Taking part in INTERIGHTS' annual planning, appraisal system
- Being responsible for own administrative needs
- Undertaking other duties as may reasonably be expected of an Information and Publications Officer

Person Specification  
**Information +  
Publications Officer**



**Essential**

- Legal qualification (degree/mixed degree, diploma or other similar, or equivalent relevant professional experience)
- Knowledge of editorial, design and publication process
- Experience of managing multiple projects and meeting deadlines
- Excellent written communications skills and ability to tailor writing for a variety of audiences
- Excellent copy-editing and proofreading skills
- Highly developed computer skills and ability to produce accurate engaging visual and written documents
- Fluency in English
- Ability to work independently and as part of a team
- Well developed research and information gathering skills

**Desirable**

- Knowledge of common law systems and jurisprudence
- Knowledge of human rights issues
- Experience of working with NGOs (either domestically or internationally)
- Experience of law reporting and/or contributing to legal journals
- Knowledge of French
- Advanced knowledge of QuarkXpress
- Knowledge of image-formatting software (Adobe Photoshop)