Job description

**Researcher, Explosive Weapons Monitor**

**ABOUT THE ROLE:**

Article 36 is seeking a skilled and experienced researcher to provide thematic and country-level research and analysis for the Explosive Weapons Monitor project.

This position involves the production of research and communications products for the Explosive Weapons Monitor, development and maintenance of the website and social media platforms, and supporting the development of a broader research programme ahead of the official launch of the Explosive Weapons Monitor in 2022.

This is a new position, offered initially as a full-time consultancy role (80-100%) for six months with the possibility for extension. It will involve conducting research and analysis on the use of explosive weapons in populated areas and its impacts, including in specific country contexts, on specific explosive weapon systems, and related thematic issues.

This new position can be flexibly located, which would require people to be able to work from home. It will work in close cooperation with Article 36 staff based in the UK and INEW Steering Committee members and other network members in various locations around the world.

The Researcher position will report to the Programme Manager of Article 36 who provides coordination for the International Network on Explosive Weapons.

**ABOUT THE ORGANISATION:**

The Explosive Weapons Monitor is a newly-established civil society initiative that conducts research and analysis on harms from and practices of explosive weapon use in populated areas for the International Network on Explosive Weapons (INEW).

Article 36 is a specialist non-profit organisation, focused on reducing harm from weapons. Article 36 provides coordination for the International Network on Explosive Weapons (INEW) and the Explosive Weapons Monitor.

**JOB DESCRIPTION:**

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| **Job Title** | Researcher, Explosive Weapons Monitor |
| **Based at** | Based remotely within a similar time zone to the UK |
| **Reports to** | Programme Manager, Article 36 (who also provides coordination for the International Network on Explosive Weapons, INEW) |
| **Job Purpose** | To undertake research for the Explosive Weapons Monitor and to support the coordination of the project. |
| **Staff managed** | None |
| **Salary** | £36,000 - £41,000 pro rata, per annum |
| **Type of role/contract** | Six month consultancy contract with the possibility for extension. Working 80-100%. The consultant is responsible for their own taxes, insurance, pension and healthcare. |
| **Finances managed** | Project budgets in conjunction with the Programme Manager |
| **Date and reference** | July 2021 |

Key Tasks and Responsibilities

1. **Undertake research for the Explosive Weapons Monitor and ensure it maintains frequent high-quality production of written materials, including:**
   * Develop a standardised template and conduct research on country and / or city case studies on the use of explosive weapons in populated areas, including of a range of relevant data and information from a variety of reliable sources, and lead the process for sign off on these products;
   * Develop a standardised template and conduct research on explosive weapons profiles, and lead the process for sign off on these products;
   * Research and draft occasional short reports, web articles and briefing notes as required.
   * Support the development of research methodologies, and a full programme of research for the coming year.
2. **Oversee the Explosive Weapon Monitor website, social media platforms, newsletters, and other communications tools.**
   * Ensure the development and maintenance of the Explosive Weapons Monitor website, leading the process to develop a comprehensive website ahead of the official launch of the project;
   * Ensure the development and maintenance of the Explosive Weapons Monitor social media presence;
   * Compile, edit and disseminate the Explosive Weapons Monitor bulletins and mail-outs;
   * Coordinate with staff to ensure the regular production of high quality and relevant content for these tools;
   * Ensure website is functional and improvements made as necessary through the website provider;
   * Ensure the Explosive Weapons Monitor maintains a broad, relevant and up to date contact lists of subscribers to Article 36’s communications products.
3. **Support the efficient running of the Explosive Weapons Monitor project.**
   * Oversee and manage the plan of work, ensuring the production of outputs and undertaking of activities;
   * Maintain close relations with research staff at other organisations including cooperation on joint products;
   * Help to organise Explosive Weapons Monitor events and activities;
   * Act as a focal point for communication within the staff team, INEW network and external networks;
   * Support with drafting funding proposals and specific project proposals and plans, in consultation with other staff;
   * Draft and prepare reports, including to the staff team and donors, and to other partners and coalitions as required;
   * Support the effective administration of relevant grant agreements.

**PERSON SPECIFICATION:**

You will have a relevant undergraduate and/or postgraduate degree, and 5+ years proven experience in research and analysis, as well as policy development, with emphasis on issues around armed violence, weapons or disarmament preferred.

You will have excellent verbal and written communication skills in English (must be fluent). French and Spanish language skills are a significant advantage.

You will have experience working with a variety of stakeholders, including civil society, international organizations, and/or academia.

You will have outstanding attention to detail, excellent time management skills, and the ability to work independently and in a self-directed manner to meet strict and demanding reporting deadlines.

We welcome applications from all who meet the following criteria and particularly encourage applications from people of colour, people with disabilities and LGBTQ+ candidates.

**HOW TO APPLY:**

Please send a CV with covering letter, laying out your experience, skills and motivation for the role to [info@article36.org](mailto:info@article36.org)

**Closing Date:**Friday 13 August 2021. Interviews will be held in the end of August or early September (please state any dates you are unavailable for interview in your cover letter, e.g. when you may be away on holiday).

**Start date:**September/October 2021 for six months, with possibility for extension.