



Job Description

Turkey Programme Coordinator

Location:	Free Word (see Covid-19 note below)
Reports to:	Writers at Risk Programme Manager
Contract:	Part-time, fixed term to 31 December 2022
Hours:	Three days a week, generally to be worked between the core hours of 9am and 6pm Monday to Friday
Salary:	£27k- 30k per annum pro rata

Established in 1921, English PEN is the founding centre of PEN International, a worldwide writers' association with 145 centres in more than 100 countries. We are also a founding member of the Free Word Centre. We campaign to defend writers and readers in the UK and around the world whose human right to freedom of expression is at risk through their campaigns, residencies, events and translation programmes.

Turkey has long been a focus of PEN's work internationally. We have published expert reports including ['The Gezi Park Protests: the impact on freedom of expression in Turkey'](#) in 2014 and ['Turkey: Freedom of Expression in Jeopardy'](#) in 2018; hosted residencies for writers and journalists from Turkey in the UK; campaigned for writers imprisoned and at risk in Turkey; supported writers in exile; and are a founding member of the Free Turkey Media campaign.

In recent years the situation for freedom of expression in Turkey – and for individual writers and activists – has declined sharply. English PEN is keen to build on our existing work on Turkey and to continue to provide concrete and practical support for writers, journalists, publishers, translators, and human rights defenders, both in Turkey and here in the United Kingdom.

To achieve this aim, English PEN is recruiting for a Turkey programme coordinator. This is a new part-time, fixed term role which aims to help continue this work on a sustainable basis, to ensure access to reliable information from inside the country, and to develop our work in support of writers from Turkey.

English PEN wishes to encourage applications from candidates who are under-represented in the creative industries and charity sector.

THE ROLE

Research

- Mapping and monitoring existing campaigns and activities in support of writers in Turkey;
- Ensuring English PEN has a clear understanding of current freedom of expression issues in Turkey in order to inform and shape future campaign priorities.

Advocacy

- Supporting writers at risk imprisoned or at risk in Turkey, including monitoring developments in their cases;
- Initiating and monitoring solidarity actions in support of writers at risk in Turkey.

Residencies

- Coordinating a number of UK residencies for writers from Turkey. This will include:
 - Working with the Writers at Risk Programme Manager to identify possible candidates;
 - Provision of practical and pastoral support to residents, including with visas, travel arrangements, accommodation, and networking.

Emergency Funds

- Researching and responding to urgent requests for financial support for writers in and from Turkey – including to cover short-term relocation, support for family members, and digital security.

Writers in exile

- Supporting writers from Turkey in the UK through the provision of general advice, a regular meeting space for networking, and access to relevant events.

Collaboration

- Working closely with other organisations active in Turkey and on Turkey-related issues in the UK and internationally;
- Hosting regular meetings for relevant organisations and individuals in the UK, and international guests where possible, focused on information sharing.

KNOWLEDGE, SKILLS, EXPERIENCE

Essential

- Experience of human rights campaigning/research
- Understanding of freedom of expression issues in Turkey
- Ability to work on own initiative as well as being an enthusiastic team player
- Knowledge of and enthusiasm for English PEN's mission and values
- Ability and willingness to manage a demanding workload, work under pressure and meet deadlines
- Good IT skills including MS Office (Outlook, Word and Excel)
- A creative problem solver with a 'can do' attitude
- Excellent interpersonal skills including being an active listener
- High standards of literacy in English and numeracy
- Experience of communicating orally and in writing with diverse individuals and organisations
- A commitment to the principles of diversity and equality and to implementing these within all areas of work
- A professional and confident manner with a commitment to a high standard of work
- Fluency in English and Turkish and the ability to communicate complex information for broad audiences both verbally and in writing in both languages

Desirable

- A passion for literature
- Excellent writing and proofreading skills
- Experience of using social media
- Experience of working on multiple projects and managing a demanding workload

How to Apply

To apply, please upload the following three documents to <https://hr.breathhr.com/v/turkey-programme-coordinator-14130>

- Your CV
- A covering letter telling us why you are interested in the role and explaining how your experience and skills make you a suitable candidate
- An equality monitoring form

Deadline for applications, 5pm Thursday 3 December 2020

Interviews will take place on Wednesday 16 December 2020 via video call.

Please note, applicants must have a legal right to work in the UK.

Terms & Conditions

Salary

£27k - 30k per annum pro rata

Hours of work

This is a part-time post and the postholder will be expected to work 21 hours per week on average, generally between the core office hours of 9am to 6pm Monday to Friday.

Due to the nature of the role it may occasionally be necessary to work some evenings and weekends in order to fulfil your role successfully. English PEN does not pay overtime allowance but time off in lieu (TOIL) may be taken by agreement with your line manager and in accordance with the Staff Handbook.

Flexible working

English PEN is committed to offering flexible working where possible and by agreement.

Location

The post is based at English PEN's London office, currently in Farringdon. Some travel local and national travel will be required. The postholder may sometime need to work remotely; please note our Covid-19 statement below.

Annual Leave

Paid annual leave of 25 days per annum plus eight public holidays pro rata.

Pension

English PEN operates a group personal pension scheme which is open to all employees. Membership will be by auto-enrolment three months after the starting date.

Probationary period

There will be a probationary period of three months.

Expenses

You will be reimbursed for all reasonable travel, accommodation and other expenses which are wholly, exclusively and necessarily incurred in relation to the performance of your duties and responsibilities, in line with English PEN's expenses policy.

Notice Period

Following the successful completion of a three-month probationary period, one months' notice is required. During the probationary period, two weeks' notice is required on either side.

Policies and Procedures

You are required to comply with all the policies and procedures stated in the staff handbook and as provided by English PEN.

Equal Opportunities

English PEN is committed to equality of opportunity in all its activities and employment practices.

COVID-19 RECRUITMENT STATEMENT

Please note that during this time, our recruitment process will be a bit different to normal and measures will be put in place to ensure the safety of candidates and our own staff through every process from application, short-listing, interviews and offer stage.

The usual place of work for this role would be Free Word, 60 Farringdon Road, London EC1R 3GA, however, all English PEN staff are currently working from home. Risk assessments and safety policies are being developed and will be implemented in due course to ensure a safe return to our premises in line with changes to government guidance and in consultation with our staff. Any new staff joining our team in this interim process will be consulted with in the same way whilst transitions to working environments are taking place. New staff will receive the support and provision required to effectively perform the job role, particularly if this cannot be within the office environment (i.e. working from home).

Successful short-listed candidates will be invited to an interview that will be conducted in a safe, and in an appropriately socially distanced manner. This may be via Zoom, or other video-conferencing apps, over the phone, or even in person if this is deemed safe and appropriate for all parties, and in line with government guidance at the time. Interview format will be discussed and agreed with each successful short-listed candidate.

Format and procedures for commencement of the position, inductions and training will be discussed with successfully candidate at offer stage.

If you have any further questions in relation to our Covid-19 response, please email our Head of Finance & Governance, Deborah Bourne (deborah@englishpen.org).