

**ADVERTISEMENT FOR  
COORDINATOR, CARAVANA DE JURISTAS, COLOMBIA**

**“Defending the right to defend human rights”**

The City of Westminster & Holborn Law Society has been awarded a grant by the Law Society Charity for the coordination of the Caravana group of lawyers, to be administered by the Colombia Working Group of the CWHLS International Committee.

The Caravana aims to support the work of human rights lawyers in Colombia, and to protest at any violations of the human and professional rights of Colombian human rights lawyers. The Caravana will implement the recommendations of the Caravana Report May 2009 which reports on the Caravana delegation in August 2008.

CWHLS is seeking applications from candidates who wish to tender their services as a self-employed Coordinator for the period September 2009 to December 2010, for up to 12 hours a week, spread over a minimum of two days.

Candidates should complete the application form and send it to CWHLS Administrator, Mrs Elizabeth Beesley by 4 September 2009.

Mrs Elizabeth Beesley

City of Westminster & Holborn Law Society

25 Rotherwick Road

London N W 11 7DG

**Only paper application sent by post will be accepted. Please do not attempt to send by fax or e.mail.**

The description of the services required is attached, together with a person specification., and the Report of the Caravana de Juristas May 2009 (in Spanish and English)

## APPLICATION FORM

### COLOMBIA CARAVANA COORDINATOR

Name

Address

e.mail

Tel

Mobile

#### Education history:

Date	Course	Where
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#### Employment history:

Date	Employer	Post
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#### Languages skills (1 = Beginner, 2 = Intermediate, 3= Advanced)

English	Spoken	Written
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Spanish	Spoken	Written
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**What skills and competences can you bring to the role?**

**Please explain your interest in human rights**

#### Two References

Name	Name
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Address	Address
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e.mail	e.mail
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Tel	Tel
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## Person Specification

### Coordinator Colombia Caravana de Juristas

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ESSENTIAL	DESIRABLE
1. Interest in Colombia	
2. Knowledge of Spanish and English language	Able to read, write & speak Spanish and English fluently
3. Willing to improve language skills if necessary	
4. Interest in human rights issues	Experience of human rights issues
5. Good coordination skills, excellent and proven organisational skills	
7. Able to prioritise own work and experience of working on own initiative	
8. IT skills in Word (Spanish/English)	IT skills in EXCEL, Power Point (Spanish/English)
9. Networking skills	
10. Competence in report writing	

## DESCRIPTION SERVICES REQUIRED

Title: Coordinator of the Colombia Caravana Lawyers Group (the Group)

Reporting to City of Westminster & Holborn Law Society Colombia Working Group

Hours: up to 12 per week over a minimum of two days

Term: Self employed for 18 months, remuneration at £12 per hour (with no tax or national insurance contributions)

Purpose: To coordinate the work of the Group. Approximately 40 volunteer lawyers who participated in the human rights mission in August 2008

The Coordinator will:

1. Receive and collate information from Colombia and Caravana working groups
2. Produce the newsletter
3. Facilitate meetings of the Group, including taking and distributing the minutes
4. Together with members of the Group attend meetings
5. Facilitate the production and distribution of the Caravana Reports
6. Assist the members of the Group in organising public meetings
7. Assist the members of the Group in the implementation of the Recommendations of the Caravana Reports
8. Assist the members of the Group in applications for funding for human rights projects in Colombia, and the activities of the Caravana group
9. Facilitate the international contacts of the Group
10. Undertake other activities as and when required
11. Report to the Chair of the Colombia Working Group once a week