Job description

TAPOL Researcher

1. Main Purpose of the Job

The main purpose of the Researcher is, in accordance with TAPOL’s working philosophy set out below, to:

- Undertake high quality case study research on self-determination conflicts, working with the Campaigns Coordinator, external editors and peer review processes.
- Strengthen and build networks in case study locations, supporting communication between local civil society groups and project partners.
- Share in and contribute to TAPOL’s other activities where required.

Working philosophy:

TAPOL’s strength lies in its established track record as a successful organisation with the core purposes of promoting human rights, peace and democracy in Indonesia. TAPOL is committed to developing a high level of cohesion and trust among its staff and between the staff and the management committee, based on mutual respect, trust, regular contact and an approach to communication which values openness and an ability to listen. A clear understanding of and personal commitment to the organisation’s core purposes and its more specific strategic objectives are essential for all staff members and members of the management committee. TAPOL strives to adopt the same working approach to its relationships with all partner organisations.

2. Position in organisation

The Researcher will be managed by and report to TAPOL’s Campaigns Coordinator. The Researcher will work closely with TAPOL’s Campaigns Coordinator on the project, and may work with other members of the staff team from time to time on urgent campaigns or other programme and organisational matters. The Researcher will also work together with our partner Pasifik, a not-for-profit popular education and action research programme designed to strengthen the capacity of civil resistance groups in the Asia Pacific region. External liaisons will be with project partners, networking contacts and other stakeholders.

3. Duties and Key Responsibilities

The Researcher is employed to:

- Research and write case studies on self-determination conflicts, to an agreed timescale, working together with the Campaigns Coordinator, Pasifik, external editors and peer review processes.
- Coordinate translation of case studies and editing of translation work.
- Where necessary or required by the action research process, strengthen and build networks in case study locations, facilitating communication between local civil society groups and project partners.
- Share in and contribute to TAPOL’s other activities where required.
4. General tasks

The Researcher is expected to

- Provide timely written reports on meetings attended, activities undertaken, contacts made etc;
- Complete regular monitoring and evaluation tasks in accordance with established TAPOL procedures;
- Promote TAPOL and its work at all available opportunities;
- Keep a proper record of all expenses incurred and other financial transactions in accordance with TAPOL’s financial and petty cash policies;
- Attend regular project and organisational meetings.
- Share in administrative and practical tasks when required.

5. Knowledge, competency and skills

Essential

- Fluency in written and spoken English
- Excellent research skills and proven track record
- Sound knowledge of issues relating to peace and conflict, political processes and civil resistance movements
- Excellent writing skills and ability to make presentation materials using PowerPoint
- Good interpersonal and intercultural communication skills with ability to communicate effectively with partners
- Happy working as part of a small team
- Proactive and willing to take the initiative
- Comfortable managing a volunteer if necessary
- Organisational and self-management skills

Desirable

- Good understanding and knowledge of the Papua conflict, and other conflicts based around self-determination struggles
- Fluency in Bahasa Indonesia
- Experience in managing research projects

6. Terms of employment

This is a part-time, 2 days a week position. There are no fixed hours of work, but office hours are normally from between 09:00–10:00 to between 17:00–18:00. A degree of flexibility will be required with occasional out-of-office hours and weekend work. Time off in lieu for time worked in excess of normal hours should be taken.

Salary: £25,750 pro rata.

Holidays: 24 days per annum pro rata.

Applicants must already have the right to live and work in the UK. This is because as a small UK NGO, we are unable to support visa applications.