

Vacancy

February 2024

Position: Research Coordinator
Reports to: Board
Start date: 15 April 2024, or as soon as possible.
Contract: Staff (Permanent)
Hours: 60%-80%, 24–32 hours per week
Salary: Competitive salary, dependent on experience and location
Location: Based in Geneva/Switzerland is preferred, working remotely is negotiable (within +/- 2h difference with CET and being able to reach Switzerland easily)

Closing date: 04 March 2024
Interviews: Mid-March 2024 (first round), end of March 2024 (second round)
Please submit:

1. Curriculum Vitae
2. Cover letter
3. Samples of relevant work (funding proposal, projects, etc.)
4. Contact of two references

Please gather these application materials in a single folder using your surname as folder name and upload it on the following link:

<https://www.dropbox.com/request/7W8MkSaKDBz74DsFmQ0x>

For more information, please contact: info@borderforensics.org

Border Forensics

The candidate will be joining a small team of researchers based in Switzerland and elsewhere in Europe, which mobilises innovative methods of spatial and visual analysis to investigate practices of border violence, perpetrated by states, police forces, militaries, and corporations, wherever this violence might take place. Working collaboratively with migrant communities and non-governmental groups, Border Forensics aims to promote and defend the dignity and rights of migrants and to foster mobility justice.

Job description

Summary:

Border Forensics (BF) is looking to work with a versatile and proactive researcher who has a deep understanding of architectural modelling and animation, media, filmmaking, and open-source research and can engage with the investigation of human rights and environmental violations by state and corporate actors. The Research Coordinator will assume responsibility for the coordination and conceptual framing of several tasks simultaneously, and support project teams to ensure that objectives and deadlines are met from initial planning stages to the delivery and publication of results.

Research

The Research Coordinator will manage projects and supervise 3D and cartographic analysis, contextual research, writing of reports, and the production of evidentiary video and graphic material. The candidate needs to have experience of working with and for multidisciplinary research teams and show profound understanding of their methodological and technical requirements. They will have a deep understanding of the day-to-day research logic and methods of BF, as well as the wider contextualisation of the cases they work on, and the methodologies used therein.

Together with the Director of Research, the Research Coordinator will develop and implement research processes and may assist in identifying and developing new areas of research, conceptual directions, and methods of work. The Research Coordinator may undertake research and development tasks and/or organise and delegate these to other researchers; they will communicate these initiatives to the Director of Research and seek guidance where needed.

In consultation with the Director of Research, they will be responsible for presenting and disseminating research findings, especially new tools and techniques, through publications, exhibitions, online tutorials, and events (seminars, lectures, and workshops) and will be able to present publicly the technologies, workflows and methods of BF, as well as project results.

Project Management

The Research Coordinator will have experience in and the ability to coordinate project teams and ensure that project objectives and deadlines are met from initial planning stages through to the delivery and publication of results.

They will be confident in coordinating and overseeing projects and communicating the progress and needs of investigations to BF's Director of Research and Head of Operations. They will support the researchers in developing the projects' conceptual framing, objectives, workflow, and timeline and will seek guidance from and report on issues to the Director of Research and the Head of Operations. They will work closely with the Director of Research and the Head of Operations to develop project briefs, budgeting, scheduling, ethics applications, data organisation and protection, and contracting. They will ensure that each of these steps is implemented for every BF project and will seek guidance from and report on issues to the Head of Operations and the Director of Research.

They will lead the publication of projects as they are completed, particularly as it relates to identifying strategic political and social utility of the work. They will make sure project teams are working efficiently and may work with the Director of Research to ensure research quality and integrity across projects.

Operations

The Research Coordinator will work together with and under the supervision of the Head of Operations and the Director of Research to develop and implement systems that will improve working conditions and research/project infrastructure across BF. This will involve improving project management guidelines, templates, and systems and introducing new infrastructures where necessary. The Research Coordinator will assist the Head of Operations in ensuring changes are properly implemented and communicated across the BF team, as well as collecting feedback from team members at appropriate points during implementation and making adjustments where necessary and appropriate.

Training

The Research Coordinator will train team members when needed, including undertaking introduction sessions, guidance, mentoring, and supervision.

Requirements

A thorough understanding of/and some demonstratable experience in spatial and open-source investigation, research, geolocation, 3D modeling, animation, or video editing, as well as a strong conceptual ability to understand and formulate research questions is essential. The candidate is also expected to have knowledge of theories around (counter-)forensics, border and migration studies, politics, activism, human rights, and/or law. The Research Coordinator will need to be highly versatile in software and techniques. A demonstrative capacity for learning new methods and techniques, as well as for teamwork across various contexts and with people of various expertise is also required. Candidates will have to demonstrate that they are conscientious and responsible and are capable of contextualising and understanding the ethical and political implications of the work.

Main duties:

- Coordinate projects from early conceptualisation to publication, including assisting the Head of Operation in the financial and administrative project management
- Oversee project workflows, workplans and schedules
- Design innovative techniques, methodologies, and research processes under the supervision of the Director of Research
- Assemble and manage project teams with the Director of Research
- Develop project briefs to establish deliverables, staffing, and timescales
- Work with the Director of Research and senior BF staff to conceptualise new projects, partnerships, and methods of work
- Contribute to the writing, editing, and presenting of research findings in a clear and creative manner
- Liaise with collaborators as projects develop
- Report on the progress of projects to the BF team and Board
- Organise research files and data
- Present findings at external events related to the project
- Research source and archival material
- Analyse and interpret data
- Undertake spatial and media research and analysis

You will be required to undertake any other duties as may reasonably be required

Person Specification

Detailed below are the types of qualifications, experience, skills, and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with these criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application that you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional skills which would enable the applicant to perform the role more effectively with little or no training.

Essential Criteria

- Education to Master's degree level or equivalent in a relevant discipline
- Substantial and demonstrable experience in research, spatial and media investigation, video composition and methodological development
- Experience in project management, leading teams and seeing projects through from early conceptualisation to completion in an NGO/academic/cultural setting
- Experience in presentation of research findings in a clear and creative manner
- Knowledge of theories around (counter-)forensics, border and migration studies, politics, activism, human rights, and/or law
- Demonstrable expertise in architectural, spatial, urban, and/or environmental theory and methods, mapping, visualisation, and aesthetic strategies
- Knowledge of BF's approach and methods
- Extensive experience in organisational development, strategic planning, and team oversight
- Able to coordinate workflows and multidisciplinary teams
- Be rigorous, communicative, capable of multi-tasking, able to balance competing priorities, and having a keen eye for detail
- Able to work independently but also as part of a dynamic team when required
- Excellent written and oral communication skills in English

Desirable Criteria

- Experience in programming, platform design, and/or data visualisation
- Other past experience may include working within an academic research environment, working with NGOs, investigative journalism, conducting fieldwork, exhibiting, or participating in art galleries and museums
- Knowledge of NGO sector, cultural industries, and academia
- Experience with projects that deal with politically sensitive subjects
- Experience with drafting annual reports
- Writing and oral communication skills in French

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