Project Manager
Israel and Gaza casualty recording

About Airwars

Airwars is a UK-based not-for-profit transparency watchdog which tracks, assesses, documents and geolocates civilian harm resulting from explosive weapons use in conflict-affected countries - including Iraq, Syria, Yemen, Libya and Ukraine. Our mission is to reliably and independently document the human cost of war in order to promote a more peaceful world where human lives are taken into account by militaries, policy-makers and global citizens with dignity and empathy.

We are affiliated with the Department of Media and Communications at Goldsmiths, University of London, where our office is currently based. As an organisation, we are a member of several civil society networks, including INEW - the International Network on Explosive Weapons use; the Casualty Recorders Network - part of Every Casualty Counts; and the newly established Minorities in Peace and Security network.

We are committed to the field of civilian protection, neutral on all conflicts and belligerents we monitor: we are advocates of civilians in all conflict zones, and do not take positions on the legality or political positioning of any of the belligerents we monitor.

As we monitor incidents of civilian harm, this brings with it a risk of secondary trauma due to repeated exposure to difficult and violent content. Though this risk is built into the work we do, we make sure that we have put support mechanisms and procedures in place to mitigate this risk.

Role description

Airwars has been documenting all civilian harm allegations in Gaza since October 7th, amassing an archive of more than 4,000 incidents. In the first six months of the project, Airwars rapidly scaled up our documentation teams in order to meet the unprecedented scale and pace of the work. Due to the rigorous nature of our review process, to date we have published just 10% of the total caseload of incidents monitored.
We are looking to bring on board an experienced London-based project manager for six months (with the possibility to extend) to lead the next phase of work and support the strategy for Airwars’ longer term documentation initiatives. This will involve building new workflows and systems to increase the speed and productivity of the team, as well as designing and producing new outputs that will enable our documentation to have the most impact in line with Airwars’ strategic goals.

The right candidate will be someone with familiarity and understanding of human rights and conflict related documentation work, some management experience, and experience producing written outputs based on data analysis. Candidates should have a strong understanding of the importance of data quality and facilitate data management across the research department.

Candidates should also have an eye for streamlining processes, developing workflow practices, and being able to critically review workflows and processes to identify efficiencies.

**Headline accountabilities**

- Ensure that all staff working across the Gaza and Israel portfolio are well organised, motivated and able to deliver on quality outputs
- Ensure the accuracy of analysis and technical delivery in line with Airwars methodology and to the required standards
- Ensure all staff are protected by a well-functioning trauma mitigation policy that is kept up to date and is fit for purpose
- Work with the Senior Management Team to build an understanding of target audiences, and build plans for presentation and dissemination of research findings and data accordingly.

**List of key tasks**

**Quality control and casualty records review**

- Writing, reviewing and quality checking casualty assessments for the Gaza portfolio
- Coordinate with casualty assessment teams across other conflict areas, in order to build in streamlined review processes

**Line Management of project staff**

- Maintain and update short-term and long-term goals for all staff and projects
- Line manage all Gaza research staff and lead on Volunteer coordination and management. This includes a predominantly remote research team.
- Invest in the duty of care of the team, reviewing staff wellbeing and the effectiveness of the trauma mitigation policy, in order to identify and mitigate risks, and escalate any concerns to the Director or the Executive Board
● Organise sufficient staff training in casualty counting methodology, and have a strong grasp on Airwars methodology and standard operating procedures

● Proactively encourage all departments to adopt sustainable data practices and to maintain a consistent standard across all departments

Project Management & Coordination

● Manage and oversee the full research cycle for desired outputs, including: research design, implementation, dissemination, and evaluation

● Work with large datasets and produce data analysis outputs, and quality check the work of others

● Routinely review civilian harm incidents and archive uploads, and provide constructive feedback to staff

● Support the development of Airwars’ new data management procedures and processes (led by our Director and Data Specialist)

Person requirements

Essential

● At least 2 years experiencing managing paid staff

● At least 2 years project management experience

● Professional experience working in - or on - conflicts

● Familiarity with Airwars' work and civilian harm documentation

● At least 2 years working with large datasets

● A strong foundation in Excel or Google Sheets

● Demonstrable written portfolio based on data analysis

● Based in London

● Demonstrable experience working with data analysts, and managing analysts to produce quality outputs

Preferable

● Professional experience working on Israel and Palestinian territories

● Working knowledge of Arabic (written and spoken)

● Experience working with open source data, and demonstrable understanding of the open source investigative field

● Understanding of the field of applied human rights

● MA level or equivalent research qualification

● Strong foundation in BI Tools, especially Metabase with a working foundation in mySQL

● Experienced with Project Management systems such as Jira or Monday
Salary and benefits package

6-month equivalent of our standard annual package:
- 35-38k per annum depending on experience
- 25 days paid leave, excluding bank holidays
- Hybrid working environment, expectation to be in the office in Goldsmiths University 2-3 days per week minimum
- Supportive and driven team

All applicants must have the right to work in the UK.

Application process

We want to give you the best chance to provide relevant examples and to demonstrate the skills, qualities and knowledge that you’ve gained from a variety of professional, personal, paid, unpaid life experience. At each stage of the process, we’ll set out which aspects of the job description are being evaluated so you can focus in - or elaborate - on your responses accordingly. We aim to offer candidates a realistic picture of the role, the organisation and the work environment so that we achieve the best possible match for the organisation and for incoming colleagues.

The application process will last approximately 2-4 weeks, and involve the following stages:

- Submission of CV and short cover letter (no more than one page) to jobs@airwars.org. The cover letter should explain:
  - Your motivation for the role
  - How your experience would support your ability to fulfil the ‘key tasks’ outlined in the job description. This can include both professional and personal life experiences.

- Selected candidates will receive a short test requiring a demonstration of data analysis and writing skills. The level of data analysis required is basic to intermediate level - similar to analytics currently produced on the Airwars website Research page. We do not expect candidates to spend more than 30 minutes on this test.

- Shortlisted candidates will be invited to a one-hour interview with Airwars’ Policy Specialist, Head of Investigations, and lead Conflict Researcher. We will give candidates an interview guide prior to this interview, outlining the scope of the questions and roles of interview panellists.

- A final round of interviews will be conducted with Airwars’ Director and lead Open Source Researcher. As before, we will give candidates an interview guide prior to this
interview, outlining the scope of the questions and roles of the interview panellists. This interview will also be expected to last no longer than one hour.

Timeline:

The provisional timeline for this position is as follows:
- CVs and Cover letters - deadline May 16th
- Written test - candidates communicated with by May 21st, with the deadline for submission by May 28th
- First round of interviews to be conducted by June 8th
- Final round of interviews to be conducted by June 17th

For the first round of applications, Airwars will respond only to candidates invited to submit written tests. For subsequent rounds, Airwars will respond to all candidates whether invited or not to the next stage of the selection process.

Airwars will also endeavour to provide feedback to candidates on request.

APPLY NOW
Send a CV and Cover Letter to jobs@airwars.org
Use the subject line ‘Project Manager: Israel and Gaza’