

## THE IARS INTERNATIONAL INSTITUTE

### Latin Community (HLF) Associate

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#### About us

The [IARS International Institute](#) is one of the world's leading user-led NGOs with an international mission to give everyone a chance to forge a safer, fairer and more inclusive society. We achieve our charitable aims by producing evidence-based solutions to current social problems, sharing best practice and by supporting young people and the community to shape decision making. We are recognised as a leader in creating new knowledge and forming public and expert opinion.

- *By empowering marginalised individuals of our society through accredited training, educational programmes, mentoring and one-to-one support;*
- *By acting as an international network of NGOs bringing together people and ideas to share best practice and engage in debates on current social problems*
- *By carrying out [action research](#) and [evaluation](#) that is independent, credible, peer-reviewed, user-led, focused and current*
- *By supporting individuals and grass roots organisations to carry out their own initiatives to shape decision-making and society, and by helping them to [maximise their social impact](#)*
- *By being an authoritative, independent and evidence-based voice on current social policy matters.*

Led by its founder and Director, Professor [Dr. Theo Gavrielides](#) and staffed with a dedicated team of [experts, interns and volunteers](#), the IARS International Institute is known for its user-led robust, independent, evidence-based approach to solving current social problems. We are acknowledged internationally for our expertise in justice, equality and youth. We have delivered [projects](#) in areas such as restorative justice, rehabilitation, human rights and inclusion, citizenship, public services and user-led research evaluation.

IARS is guided by its [three founding values](#).

#### The IARS Associate Scheme

In July 2018, we launched a new Membership Plan, which invites our [Platinum Members](#) to join our [Associates Scheme](#) in order to enable us to develop close relationships with like-minded experts who are able to provide services to IARS on a consultancy basis. Applicants will need to be IARS members or commit to joining IARS at the interview stage.

#### Who we are looking for

We are looking for an ambitious Associate with experience in action research methods and with an interest in preserving the sounds of the Latin American community of Pueblito Paisa (Seven Sisters). You will record for posterity the sounds of this community and archive them online and through the Haringey Archives. An ability to speak Spanish or Portuguese would be a real advantage in this role.

## The Role, the application process and our offer

The post is offered on a consultancy basis via our [Associates' Scheme](#). To apply follow [this link](#)  
Our offer includes:

- Initially 12 month consultancy contract (renewable and extendable depending on funding).
- £100 per day for 2 days (14 hours) per week. (Travel, subsistence and other expenses will be covered separately and with advance agreement with IARS).
- CPD accredited online and face-to-face training on research methods etc.
- Fully funded bursaries to travel abroad, and across the UK.
- Work directly with IARS' Founder [Professor Gavrielides](#).

The hours can be worked remotely and flexibly during the week, but we would like our Associate to spend at least 3 days per month at our office in central London.

## Key tasks

### 1. Research Training

- Recruit at least 10 Latin American women from the Puebilito Paisa community to undertake the research and for the project steering group.
- Recruit students from London Metropolitan University to mentor the Latin American women on the project.
- Adapt IARS's research training programme to suit the needs of this project.
- Develop additional training modules to deliver the requirements of the project; history theory, capturing oral evidence, archiving...
- Deliver research training to the project stakeholders
- Produce an e-Course based on the training materials.

### 2. Archiving

- Build a project website to promote the project and act as an archive for the materials produced during the research phase.
- Produce and curate an online exhibition of all project outputs.
- Build and maintain relationships with Haringey Library / Haringey Archives.
- Prepare and deliver an exhibition of the outputs of the research phase.

### 3. Action Research

- Produce research plans to cover the life of the project
- Working with the Latin American women and LMU students, record the sounds of the Puebilito Paisa community over an extended period.
- Curate a photo, video, audio and other media record of the community.
- Deliver workshops and events with the stakeholders to collect a record of the community.

### 4. Reporting

- Analyse the information and data gathered during the project.
- Write and edit a final eBook to record the learning from the project.
- Ensure the eBook is peer reviewed and published.

## **5. Communication and Dissemination**

- Create a communication and dissemination plan
- Create articles, blogs and promotional text as required to use in the promotion of the project as required within the communications and exploitation strategy;
- Coordinate, attend and speak at the closing conference / discussion.
- Keep the project website and social media up to date.

## **6. Quality Assurance and Ethical Proofing**

- Ensure that the project is evaluated in line with the project bid;
- Produce written project reports as needed detailing the project progress;
- Ensure that ethical approval is gained where required by the production and submission of ethics approval forms to the IARS ethics committee.

## **7. Migration and Gender Project**

- Deliver training to refugee and asylum seeking women about public legal education.
- Disseminate online training to organisation across sectors to increase awareness of the victims' directive.
- Using data from the project write a policy paper.

## **8. Other**

- To undertake all tasks respecting IARS Equality and Diversity Policy as well as its founding values;
- To comply with the IARS Handbook and European Commission's grant agreement;
- To attend and participate in internal IARS meetings including staff meetings;
- To work co-operatively with other IARS staff and Board members;
- To attend relevant training in order to fulfil the requirements of the job;
- To co-operate in the formulation of and development of systems for monitoring and evaluating the work of IARS;
- To treat with confidentiality any information about IARS members, users, staff and research that could be deemed as personal, private or sensitive;
- To undertake any other reasonable duties as required by the Director.