

WE'RE HIRING:

COMMUNICATIONS & PROGRAMMES OFFICER / COORDINATOR

Who are we?

Delos Dispute Resolution (Delos) is an independent arbitral institution. It was established in 2014 to respond to the needs of businesses globally for time and cost efficiency in the resolution of disputes through arbitration.

In plain English: we help to resolve international commercial disputes, and we're on a mission to do so better, quicker, at a lower cost. We are a cross between a start-up and an international organisation – demanding on quality and professionalism, in a fun, caring and open global environment. We are looking for a new team member and, in joining us, you will have plenty of scope to grow, create and develop!

What role?

As a Communications & Programmes Officer, you will be responsible for promoting Delos and its activities to the arbitration community, for administering Delos's Remote Oral Advocacy Programme (ROAP), and for managing Delos's events and some of the institution's other activities and programmes. You will also be engaged in a number of Delos projects and support the work of Delos' President and other team members.

More experienced candidates can be considered for the more senior role of Communications & Programmes Coordinator. In this capacity, you will be involved in more strategic initiatives and manage the more junior members of the team.

Responsibilities include:

- Managing and supporting Delos's communications across its various channels, including its website, member area and mailings, and acting as a community manager for Delos. This involves drafting, graphic design, video editing and liaising with partners and other organisations involved in arbitration, amongst other activities;
- Organising and supporting Delos's events and their marketing, preparing and delivering promotional campaigns, and liaising with partners and participants. This includes Delos's annual conference for the working group of its flagship Guide to Arbitration Places (GAP);
- Administering Delos's Remote Oral Advocacy Programme (ROAP), an advanced online training programme for arbitration practitioners; and
- Taking part in Delos's other projects and publications through administrative and logistical assistance, as well as design and communications.

Who are you?

Aside from the philosophical question, you are sharp, independent and proactive; you are fun, caring and thrive in a multicultural environment. You are ambitious to contribute and be part of an entrepreneurial adventure, and you have plenty of common sense. You are thoughtful, reflective, and can also switch gears when speed is needed. You learn fast and have an eerie level of attention to detail. Your writing and communications skills are excellent, and your level of written and spoken English is of the standard of a native (French is a plus).

In addition, you have: a bachelor's degree in law (*ou un mastère en France*); excellent knowledge of Microsoft Office; and previous experience with emailing tools, Adobe Photoshop (or InDesign), WordPress, and video editing tools. Familiarity with international arbitration is a plus.

Why join us?

The salary, benefits, hours of work are those of a start-up; and we're offering the chance to really make a difference both within Delos and on a global scale. The team culture is collegiate, we care, personal growth is important, and we are keen on mentoring. You will be surrounded by brilliant people, lovely people, passionate people.

We are still deciding whether the role will be based in London or Paris, and you should already be entitled to live and work in one of the two cities (we may decide on location based on where you are / can be based). As matters currently stand, work will be remote.

We would like you to start as soon as possible.

How to apply?

E-mail us (i) your CV, (ii) a cover letter and (iii) a description of no more than two pages of a project you have worked on, including its goals, how it was implemented and its impact, what the project meant to you and how you personally furthered the project's objectives.

Please address the above to Hafez Virjee at we.re-hiring@delosdr.org, with a copy to info@delosdr.org. We will contact shortlisted candidates to arrange an interview on a video call.