

WE'RE HIRING (India-based position):

COMMUNICATIONS & PROGRAMMES OFFICER OR 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 and Coordinator, you will be responsible for promoting Delos and its activities to the arbitration community, particularly in Asia, 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 in Asia and beyond and support the work of Delos's President and other team members. You will finally take part in various strategic initiatives.

Responsibilities include:

- Formulating business development and growth strategies and identifying and engaging in business development opportunities in Asia;
- Administering Delos's Remote Oral Advocacy Programme (ROAP), an advanced online training programme for arbitration practitioners with three active editions and more in development across the globe, in conjunction with the team; and
- 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);
- 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;
- Taking part in Delos's other projects and publications through administrative and logistical assistance, as well as design and communications where needed.

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.

In addition, you have: a bachelor's degree in law; international arbitration experience; excellent knowledge of Microsoft Office; and previous experience with emailing tools, Adobe Photoshop (or InDesign), WordPress, and video editing tools. Business development and marketing experience would be an advantage.

Why join us?

The service fee, 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, starting with Asia. 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.

This is a remote role based in India. We would like you to start as soon as possible.

Pay?

Of course we'll pay you. And not just by giving you a platform to engage with caring, professional people that also happen to be market leaders. Or by giving you the opportunity to work in a growing arbitral institution in a healthy, multicultural, global environment, although many working with us say that that is reward enough. No, we'll pay you real money, commensurate with your experience. Unless you prefer crypto, of course?

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. Your CV and/or cover letter should detail your international arbitration experience.

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.

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