

Programme Coordinator – Civic Space and Security

Job Description, 11 April 2022

Global Dialogue seeks a Programme Coordinator for the Global Initiative on Civic Space and Security, a new initiative convened by the Funders Initiative for Civil Society (FICS).

FICS brings funders together to tackle the problem of shrinking civic space. FICS provides analysis on what is driving the attacks on civic space, incubates strategic initiatives, and seeks to motivate the funding community to move more resources to rights-based movements and their allies on the frontline.

Global Dialogue, registered as a charity (1122052) and a limited company (05775827) in England and Wales, hosts FICS and is employer for UK-based FICS staff.

What is the Global Initiative on Civic Space and Security? _

Free and unfettered civic space is vital to human survival and prosperity – when people can come together without fear and inhibition, they build new connections, find shared goals, come up with new ideas and ways to solve problems. Civic space has been severely constricted over the last two decades as counter-terrorism and national security laws have proliferated. Governments have been able to cynically exploit 'keeping people safe' to crackdown on rights to assemble, to organise and express dissent.

The Global Initiative on Civic Space and Security was launched in 2021 as a unique opportunity for funders to come together and collaborate at scale. It shares analysis of trends and what works to disrupt harmful counter-terrorism and security policies and practices, and will support civil society groups and activists, across many social issues and in many locations, to respond to security-justified attempts to inhibit their work.

FICS and founding partner the Fund for Global Human Rights have spent the past year developing a strategic framework, commissioning foundational studies, and building partnerships at transnational level and in key focus countries. Interest in our analysis and our invitation to get more involved is growing among funders and civil society. In 2022 we will be launching a more formal learning community, and the Programme Coordinator – Civic Space and Security will sit at the heart of this development.

Highly organised, inquisitive and adaptable, the successful candidate will have the opportunity to work across a range of projects both within the Global Initiative and FICS'

wider agenda. Coordination and administration will remain core to the role but there will be opportunities for the post holder to deepen expertise in key issues linked to counter-terrorism and security, infotech policy, and civic space.

Job description _

The purpose of the role is to provide day-to-day support to the Global Initiative on Civic Space and Security and wider FICS programming, coordinating projects across our field-building, policy and communications, and grant-making functions.

Primary responsibilities include:

COMMUNITY OUTREACH AND COORDINATION

- Coordinating meetings, events, and webinars, in person and online – liaising with participants and speakers, researching venues and catering, preparing agenda and papers, and minuting meetings.
- Helping to moderate relevant online communities – providing coaching and basic technical support to enable members and partners to access the Global Initiative's tools and communications channels.
- Managing and curating learning resources and supporting the development of the Global Initiative's Monitoring Evaluation and Learning practices.
- Researching and implementing new platforms and creative approaches for hosting and facilitating on-line convenings.
- Attending conferences and meetings to help gather intelligence and build relationships with partners and other key stakeholders.

PROJECT SUPPORT AND ADMINISTRATION

- Planning, managing and monitoring a range of projects, in collaboration with the wider Global Initiative team.
- Providing financial administration for the Global Initiative, including entering data into accounting software, producing reports, drafting and monitoring consultant contracts.
- Providing grants administration to FICS, coordinating calls for proposals, responding to enquiries, and liaising with Global Dialogue's Grants Manager with respect compliance and grant-making procedures.
- Acting as an information security 'champion', supporting FICS team members to follow agreed communications protocols and working with the Deputy Director to review and implement appropriate solutions.
- Coordinating language interpretation for events and translation for publications.
- Providing scheduling support to the FICS team, organising travel and accommodation, contributing to risk assessments, maintaining records.

SUPPORTING CROSS-FERTILISATION BETWEEN AND ACROSS FICS' INITIATIVES

- Work collaboratively with other members of the FICS team to identify and assess opportunities to build FICS' programming and strengthen its impact.
- Supporting FICS' external communications, liaising with editors and designers to ensure timely and high-quality publications, updating the website.
- Assisting with background research and the preparation of relevant reports, briefings, and presentations, to inform the strategic initiatives, fundraising and stakeholder management.
- Other duties commensurate with the role.

Person specification

We are committed to being a diverse team and are looking for talented people from a wide range of backgrounds, cultures and experiences who share our values. We strongly encourage people from underrepresented groups to apply.

In your application, you need to demonstrate how you address the following criteria:

REQUIRED

You will have:

- A demonstrable interest in human rights and social justice, civil society organising, and the pressures on civil society organisations resulting from current political trends
- Relevant administrative experience, ideally gained within a not-for-profit or development organisation
- Substantial experience organising in-person and virtual meetings and events, ideally in an international context
- Proven organisational skills, with the ability to juggle a wide range of responsibilities that may demand ongoing prioritisation
- Proven ability to work both autonomously and as part of a team
- Good interpersonal skills and the ability to build effective working relationships
- Strong written and oral communication skills in English, including an adaptable written style and excellent punctuation and grammar
- Strong numeracy skills, with good attention to detail – experience working with financial records would be an asset
- Strong IT skills, with sensitivity to the relevance of digital security in human rights work (the main tools we use are O365, Zoom, and Wordpress)
- Experience of philanthropy, either as a grant-maker or grant-seeker
- Permission to live and work in the UK

You will be:

- Comfortable working in a 'start-up' culture – flexible, with the capacity to learn quickly, and proactive in identifying new ways of working and process improvements
- Methodical with strong record keeping skills
- Committed to FICS' organisational values
- Committed to your own personal professional development

DESIRABLE

- Experience supporting grant-making processes
- Skills in a language other than English
- Educated to degree level, or otherwise able to demonstrate the capacity to deal sensitively and appropriately with complex issues

Terms and conditions _

HOURS	This is a full-time role, although we would also consider offering the role as a job share or at 4 days/wk (0.8 FTE).
TERMS	Permanent contract, subject to funding, with an eight-week probationary period.
SALARY	£30-35,000 pro rata, depending on experience.
BENEFITS	We offer a range of benefits including 25 days' holiday plus bank holidays (pro rata). Global Dialogue contributes 6% to its workplace pension scheme, has a flexible working policy, and offers personal development leave.
LOCATION	The FICS team works remotely and this role is home based. The successful candidate will be expected to be in London regularly for team meetings and other activities (up to 2 days per week) with occasional international travel.
REPORTING TO	Director – Funders Initiative for Civil Society

To apply _

Please send an email to FICS@global-dialogue.org by gam UK time on 13 May with the phrase Coordinator and your name in the subject line.

You should attach a CV and two-page cover letter setting out why you are interested in this role and how you meet the criteria set out in the person specification. Shortlisted candidates will be invited to interview online in the afternoon of 26th or 27th May.

We are committed to the employment and career development of disabled people. We will make reasonable adjustments during the recruitment process and during employment. Please contact FICS Deputy Director Abi Knipe at abi@global-dialogue.org if you would like to discuss this further.

If you declare that you have a disability and meet the minimum criteria for the job we will offer an interview to give you the opportunity to demonstrate your abilities at an interview. By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence required for each competency as well as meeting any of the qualifications, skills or experience defined as essential.

FICS is hosted by Global Dialogue, a registered charity (1122052) and limited company (05775827) enabling innovative and collaborative philanthropy.

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