



# Community Manager – Narratives Network

Job Description, 12 May 2022

Global Dialogue seeks a Community Manager for a new civil society network being incubated 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.

In a world beset with economic, political and environmental fragility, we are convening a group of activists for social change, strategists, tech geeks, creatives, and others to solve one big challenge: how to expand civic space and support progressive movements to make narratives that promote kindness and empathy the predominant voice across our societies.

This is an international post and we welcome applications from anywhere in the world. 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. If the successful candidate is based outside the UK, they will be offered comparative compensation either through a consultancy contract or through an Employer of Record.

## What is the narratives network initiative? \_

Since May 2021, FICS has been working with feminist, LGBTI+ rights and aligned movements to explore how a global network could build their power to win support for their agendas and activism through strategic communications and narrative strategies.

Our goal is to incubate a new global network that can link up and learn from existing strong practice, facilitate learning and access to expertise, and support and build relationships across these movements. Because movements themselves need to set and control the network's priorities, FICS has been facilitating an exciting participatory co-design process – working with around 200 actors across close to 30 countries and a range of progressive movements.

The Community Manager will sit at the heart of this emerging community, building and brokering strong relationships with and between members around the world.



Highly organised, collaborative and adaptable, you will be confident using a range of tools for organising and building community – both on-line and in-person – and excited at the prospect of working within a team to build a new, cross-sector network from the ground up.

## Job description

The purpose of this role is to strengthen connections within an emerging global network of activists, practitioners and experts – acting as first point of contact for members, managing projects on behalf of the network, and spotting opportunities to facilitate information exchange in ways that deepen practice and build solidarity.

Primary responsibilities include:

### NETWORK DEVELOPMENT AND COORDINATION

- Managing the network's growing community, building relationships with and between current and prospective network members and partners.
- Working with the Network Director to shape the network's strategy and outputs, especially around engagement of the community.
- Coordinating meetings, events, and webinars – liaising with participants and speakers, researching and recommending venues and catering.
- Working with the Network Director to communicate the purpose of the network and inspire greater engagement among existing and prospective members.
- Researching and implementing new platforms and creative approaches for hosting and facilitating on-line convenings.
- Managing and curating learning resources for the network.
- Developing relationships with key civil society actors and following key initiatives as the field develops.
- Attending conferences and helping to gather intelligence about narrative approaches and closing civic space.

### PROJECT MANAGEMENT AND ADMINISTRATION

- Developing and overseeing the membership database and other organising tools.
- Providing training and technical support to enable members to access network tools and communications channels.
- Contributing to financial planning and management, taking responsibility for monitoring project budgets and providing commentary to colleagues.
- Coordinating language interpretation for events and translation for publications.
- Planning, managing and monitoring other projects, including research and publications, in collaboration with the wider FICS team.
- Other administrative support for the network, including occasional filing and minute-taking.



## 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, strengthen its impact, and further develop its organisational infrastructure and staffing.
- Supporting FICS' internal and external communications, contributing information and copy for reports and articles, updating the website.
- 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 passion for social justice and human rights and for supporting communities to realise these values, including through narrative change and online organising.
- Experience working with grassroots movements and a demonstrable commitment to valuing diverse perspectives.
- Proven organisational skills, with the ability to juggle a wide range of responsibilities that may demand ongoing prioritisation.
- Experience of successfully developing and supporting communities, of building relationships with diverse actors and working in collaboration with partners.
- Substantial experience organising meetings and events.
- Strong digital skills, with experience supporting and convening communities online (the main tools we use are O365, Google Workplace, Zoom, and Wordpress).
- Strong written and oral communication skills in English – additional skills in Spanish, French, or Arabic would be an advantage.
- Understanding of the relevance of digital security in human rights work.
- Proven ability to work both autonomously and as part of a team.
- Experience of relationship building and collaborative partnership working.
- Experience of or commitment to participatory approaches to strategy, operations, and / or evaluation.

You will be:

- Happiest when you are nourishing relationships with and between people, including across different identities and geographic and institutional cultures.
- Able to work and thrive as part of a dispersed team.
- Comfortable working in a 'start-up' culture – flexible, with the capacity to learn quickly, proactive in identifying new or improved ways of working and with a 'pitch-in' attitude (i.e., staff make their own copies and schedule their own appointments).
- Committed to FICS' organisational values.
- Committed to your own personal professional development



## DESIRABLE

- Knowledge of the ecosystem of organisations and actors in one or more fields relevant to the network – narratives and strategic communications, feminist, LGBTI+ and SRHR organising, human rights, climate and the environment
- Skills in other languages
- Educated to degree level, or otherwise able to demonstrate the capacity to deal sensitively and appropriately with complex issues

## Terms and conditions ---

<b>Hours</b>	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).
<b>Terms</b>	Permanent contract, subject to funding, with a twelve-week probationary period.
<b>Location</b>	The FICS team works remotely, and this role is home based. Once it is safe to do so, the successful candidate will be expected to participate in regular team meetings – either in person if UK-based (in London), or via video conference (during UK working hours). The role will be required to undertake frequent international travel (up to 10% of time) to develop and manage relationships with network members and to participate in London-based meetings with colleagues.
<b>Reporting to</b>	Deputy Director – FICS
<b>Remuneration</b>	<p>If the successful candidate is based in the UK they will be employed by Global Dialogue on a salary of £40-45,000 pro rata, depending on experience – Global Dialogue's Manager (Junior) pay band. 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.</p> <p>If the successful candidate is based outside the UK they will be offered comparable compensation either through a consultancy contract or through an Employer of Record, depending on their location.</p>



## To apply –

Please send an email to [FICS@global-dialogue.org](mailto:FICS@global-dialogue.org) by 9am UK time on 13 June with the phrase Community Manager 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 on 22 or 23 June.

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](mailto: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.

As part of any recruitment process, Global Dialogue collects and processes personal data relating to job applicants. Global Dialogue is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Please read our [Privacy Notice for job applicants](#).

