



Programme Officer, Civic Futures

Job Description, 10 June 2022

Global Dialogue seeks a Programme Officer for a new fund being developed by the Funders' Initiative for Civil Society (FICS).

The Funders Initiative for Civil Society (FICS) brings funders together to tackle the problem of shrinking civic space. We provide analysis on what is driving attacks on civic space, test strategic interventions, and seek to motivate the funding community to move more resources to rights-based movements and their allies on the frontline.

FICS is hosted by Global Dialogue, registered as a charity (1122052) and a limited company (05775827) in England and Wales.

LAUNCHING A NEW GLOBAL INITIATIVE ON CIVIC SPACE AND NATIONAL SECURITY

Civic Futures is a new philanthropic initiative co-founded by the Funders Initiative for Civil Society (FICS) and the Fund for Global Human Rights (FGHR) to disrupt, reform and transform the ways that governments abuse national and global 'security' frameworks, information technologies and rhetoric to target the rights to expression, assembly and association of individuals, civil society organisations and movements.

FICS' global review of the future of civic space, published in 2020 as [Rethinking Civic Space](#), found that this will be the critical challenge of our decade – and it can only be overcome by bringing together a strong and diverse field of funders and civil society, working together and at scale.

Our goal is to seed a strategic, global, cross-sector response to this 'security playbook'. Together, we and our partners will grow and resource the field of actors working at the intersection of civic space and security by:

- Building knowledge and learning: Facilitating learning and commissioning new research that generates a deeper understanding of the 'security playbook' among funders and activists, and mapping how it threatens progressive civic actors at transnational and local levels
- Building the donor ecosystem: Constructing and coordinating an ecosystem of funders who see tackling this challenge as integral to supporting a wide range of movements to realize their goals on human rights, democracy, and climate change
- Building the field: Providing funding and accompaniment for civil society actors and allies on this important but currently under-examined problem

The Programme Officer will oversee FICS' grant-making under Civic Futures and work with FICS' Director and as part of a wider partnership team to deepen our collective understanding of the field of actors working on these issues and the funding and accompaniment we can provide to their work.



Job Description

We are looking for an experienced Programme Officer to develop a programme of grant-making and field-building activities in response to Civic Futures' strategy.

Primary responsibilities will include:

GRANT-MAKING AND FIELD-BUILDING

- Develop and manage a grant-making pipeline in line with Civic Futures' priorities.
- Identify, develop and assess submitted applications, interviewing potential grantees, undertaking due diligence and preparing analytical reports and recommendations to a grants panel.
- Build and develop collaborative relationships with grantee partners that make it possible to strengthen proposed projects and support their successful development.
- Review reports submitted by grantees and sign off on grant payments.
- Design and provide technical assistance and accompaniment (capacity building, convening space, network building, etc.) to grantees and other partners.
- Cultivate connections to prospective grantees and establish and maintain deep relationships with colleagues in the field.

RESEARCH AND THOUGHT LEADERSHIP

- Map the field of actors working at the intersection of national security and civic space in a range of geographic and thematic contexts.
- Monitor issues, strategies, and funding in the field through literature reviews, research, participation in relevant conferences and meetings, and through regular dialogue with peer funders.
- Manage commissioned research projects to ensure outputs are aligned with Civic Futures' strategy and add value to the wider field.
- Prepare background memos, briefings, articles, and other material for internal and external audiences.
- Build collaborative relationships with movements, civil society organisations and thematic experts in academia, INGOS, regional bodies and think tanks.

CONTRIBUTING TO FICS' DEVELOPMENT AND SUPPORTING TEAM LEARNING

- Line manage the Coordinator – Civic Futures.
- Work collaboratively with other members of the FICS team to strengthen FICS' impact and contribute to its organisational culture.
- Represent FICS at conferences, funder meetings, and webinars.
- Contribute to monitoring, evaluation and learning systems.
- Other duties commensurate with the role.

On joining, your early priorities will be getting to know existing grantee partners and the Civic Futures strategy and mapping key fields of activity with additional grant-making anticipated to follow in early 2023.



Person Specification

We are looking for a skilled and thoughtful individual with significant experience of working collaboratively and internationally on social change issues.

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.

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

REQUIRED

You will have:

- A developed understanding of the drivers and trends that shape civic space globally and in a range of geographic contexts.
- An interest and commitment to learn about issues related to counterterrorism and security, information technology, and the ways in which these are used to restrict the civic space of progressive movements and impact democracy.
- Minimum 5-7 years' programme or grant-making experience, in human rights, business and human rights, digital rights, peace and security, or other relevant field.
- Experience developing new grant-making or field-building programmes in nascent fields and / or in sectors that are not your primary area of expertise.
- Experience and passion for working with grassroots movements and funds or a demonstrable commitment to valuing diverse perspectives.
- Understanding of the power dynamics in the funder / grantee relationship and commitment to handling relationships with humility and respect.
- Knowledge of the ecosystem of organisations and actors in the broad human rights and social justice field; solid understanding of human rights strategies, advocacy, and social movements.
- Experience of or interest in forecasting and futures thinking.
- The ability to travel internationally up to 15% of the year.
- 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).

You will be:

- Committed to FICS' analysis and organisational values.
- Comfortable working in a 'start-up' culture – flexible, 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).
- An exceptional communicator with excellent spoken and written English – able to communicate complex topics in accessible ways.
- Able to build strong, productive relationships, including the ability to collaborate and build consensus among stakeholders across sectors (philanthropy, public sector, financial institutions, NGOs, social movements, etc.).
- Committed to your own personal professional development.

DESIRABLE

- Experience of working for an intermediary fund or funder network, participating in donor collaborations, or in managing pooled or aligned funds.
- Experience supporting line reports to achieve their potential.



- Experience working with national level civil society and / or community-led movements.
- Postgraduate degree in law, public policy, social sciences, or a related field.
- Fluency in a language other than English.

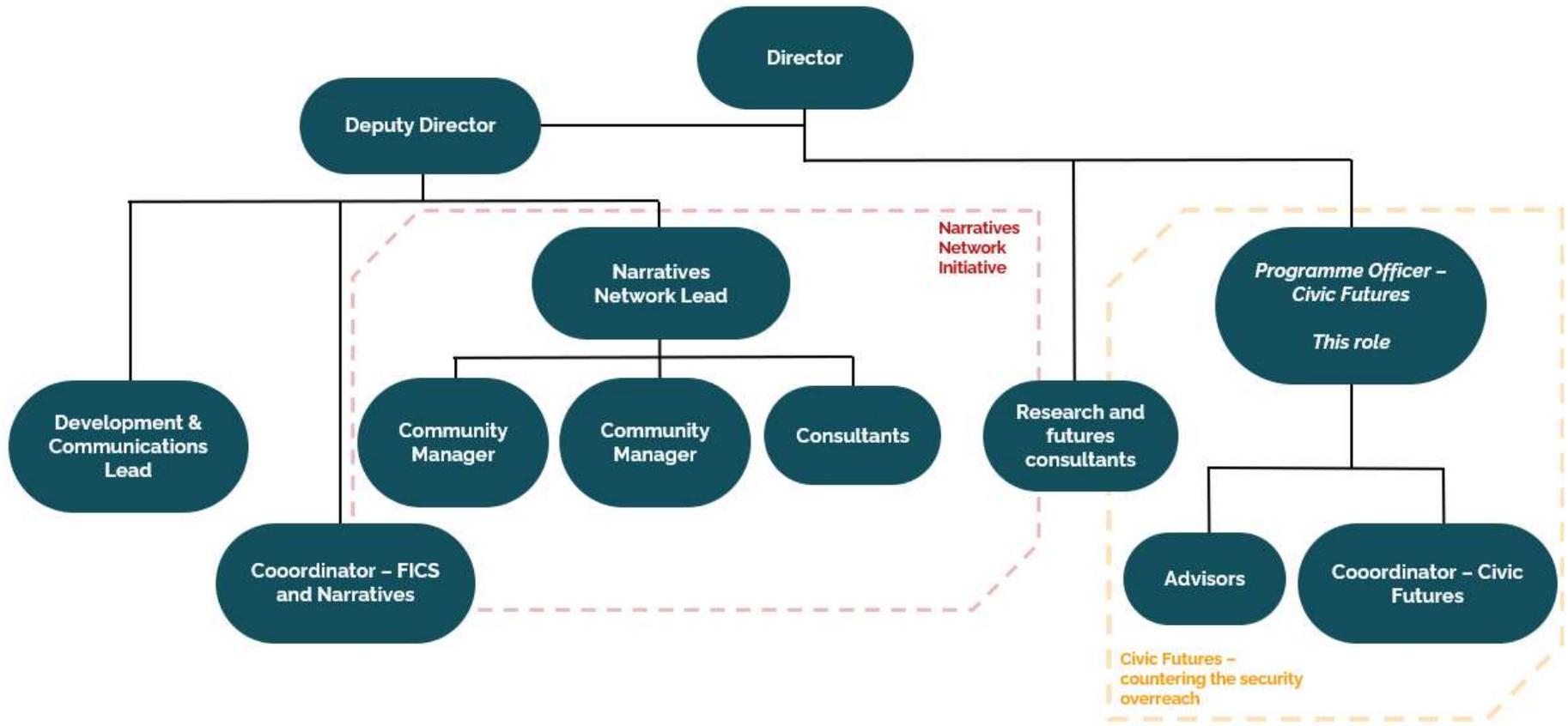
Terms and Conditions

Hours	This is a full-time role, although we would also consider offering the role at 4 days/wk (0.8 FTE). We would welcome joint applications as a job share.
Terms	Permanent contract, subject to funding, with a twelve-week probationary period.
Location	<p>The FICS team works remotely, and this role is home based. It is open to candidates worldwide, however the successful candidate must be available to work between 2pm-6pm UK time in order to collaborate with existing staff.</p> <p>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).</p> <p>The role will be required to undertake frequent international travel (up to 15% of time) to develop and manage relationships with grantee partners and to participate in London-based meetings with colleagues.</p>
Reporting to	Director – FICS (see organogram, below)
Remuneration	<p>If the successful candidate is based in the UK they will be employed by Global Dialogue on a salary of £55-65,000 pro rata, depending on experience. 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>





FICS Organogram



FICS is hosted by Global Dialogue, registered in England and Wales as a charity (1122052) and limited company (05775827), which provides legal and fiscal oversight, and HR, IT, finance, and grants administration systems.

FICS' strategy is overseen by an Advisory Board, with sub-committees (made up of members and external partners or advisors) overseeing Civic Futures grant-making and the delivery of the Narratives Network Initiative.

To Apply

Please send an email to FICS@global-dialogue.org by 9am UK time on 12 September 2022 with the phrase Programme Officer 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 between 26 to 28 September.

If you would like to discuss the role with a member of our team before applying, please email FICS@global-dialogue.org

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.

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](#).

