

Coordinator and community weaver

Location: Virtually-based.

Freelance: 2.5 days a week | 6-month freelance contract

Rate: £120-160 per day depending on experience

School of International Futures (SOIF) is a young, dynamic not-for-profit organisation expanding quickly, focused on making the world a better place. These are exciting times for SOIF as we experience a period of growth across the organisation and seek to expand our Next Generation Foresight Practitioners (NGFP) programme.

We are looking for a highly-organised, energetic coordinator and community weaver to join our team. This role will support the growth of our Next Generation Foresight Practitioners practice.

Our NGFP programme, comprising awards, fellows and sensing-network, exists to accelerate the transformation of the next generation of changemakers using foresight to envision inclusive and equitable futures globally, driving their integral role in agenda-setting and connecting them with today's decision-makers. In 2021 we have launched new initiatives in Africa – a pilot mentoring programme funded by the Small Foundation, and a participative futures project on Data Governance funded by Omidyar Foundation – and we are in the process of establishing an impact fund to support the network.

There are two aspects to this role. Community weaving to nurture and support the NGFP network, and coordination to support the programme and projects, including managing the new NGFP fund.

We imagine you'll experience in handling a wide range of administrative and organisational support tasks and able to work independently. You must be reliable, efficient, process driven, well organised, flexible, and enjoy the challenge of supporting a small, fast-moving and growing team in a dynamic environment, sometimes under pressure.

We think you'll have more experience in fast-paced, self-starter, strategic environments with experience managing or leading virtual networks. You'll be motivated by doing socially impactful work – you care about the wellbeing of people, planet and societies, and want your day-to-day efforts to channel into better futures and outcomes for the world.

You'll enjoy connecting with people from different countries and backgrounds. You're savvy, sensitive and empathetic in how you communicate and great with people. You're comfortable with technology and social media. You may have superpowers when it comes to making connections and nurturing others. You're motivated and able to hit the ground running but know how to ask for and receive help.

If this sounds like you read on for more information on the role.

Your responsibilities

During your 2.5 days a week you'll work closely with the NGFP Practice Manager to deliver on priorities such as organising events, outreach and management of the NGFP Awards and to manage the impact fund with strategic guidance from the Growth Officer. You'll also work with the Creative Lead and Africa network weaver to support and nurture our NGFP community, including the fellows, sensing network members, partners and collaborators.

Day to day activities will vary from week to week but are likely to include:

Responsibilities

- Providing coordination, logistical, administrative and other support to the NGFP programme and projects
- Communicating with and for the network, keeping conversations vibrant and alive, and helping strengthen the network through a programme of events and activities
- Network weaving, strengthening and nurturing the network by supporting participants to more deeply connect with network activities and each other, driving collaboration
- Connecting with individuals in the network to understand their work, how the network can support the participant in service of shared goals, and how the participant can support and more strongly engage with the network
- Leading on stakeholder management for the programme, acting as first point of contact for enquires, and managing outreach campaigns
- Supporting the Practice Manager to coordinate the annual awards, working with the team to ensure that the awards run smoothly. You will maintain positive engagement with entrants, judges, mentors, sponsors, other interested parties
- Helping monitor and evaluate the strength of the network including capturing stories of impact
- Supporting set-up of the new NGFP impact fund before administering the fund on an ongoing basis.

Skills and experience

Essential

- Well-organised, used to working effectively within and with virtual teams
- Software and hardware that runs up to date versions of relevant programs, including programs for virtual meetings
- Fluent English speaker with excellent written skills. Other languages are a welcome bonus.

Desirable

- Experience working in a start-up and remote environment
- Knowledge of event management processes and software
- Experience of using CRMs and other stakeholder management systems
- Experience in managing projects or programmes including monitoring and evaluation.
- Experience of using a range of collaborative programs, e.g. Google Docs

Application

We are looking for the right candidate who can start in, or before, May 2021. An initial six-month contract with the possibility for extension.

Interested candidates should submit a CV and detailed cover letter to recruitment@soif.org.uk, or just drop us a line if you have questions.

The closing dates for applications is Friday 16 April.

Interviews are expected to take place by teleconference in the week commencing 19 April.

All about us:

SOIF was founded in 2011. It is headquartered in the UK but works globally with a completely virtual team. We're looking for brilliant, values-driven people to join us on our mission to create positive social change through applied foresight.

We're a growing, not-for-profit team with big ambitions and a global reach. We deliver foresight with impact by designing for purpose, complexity and participation. With flexible, virtual ways of working, we're trying to design and build the human workplace of the future.

Our community is global and spans across governments, NGOs, philanthropic organisations, and the private sector. Our project approaches, across all three

sectors, draw on a range of foresight, strategy and policy lenses, with an emphasis on insight, rigour and impact.

Our Next Generation Foresight Programme is an important and growing part of our activity, alongside our Intergenerational Fairness and other thought-leadership. Established in 2018, with the launch of the NGFP awards, the NGFP Sensing Network is now one of the largest global networks of next-generation future-alert activists representing over 69 countries across six continents around the world. Today the network has over 350 members.

Find out more about us at soif.org.uk and nextgenforesight.org