



School of
International
Futures

JOB DESCRIPTION TEMPLATE

Hubs Incubator Lead

1. About the Role

Remote working with flexible hours | 5 days per week | £200/day | Initial 6-12-month contract with rolling extension

This is a pivotal role leading our incubation work stream – one of four core work streams within SOIF's Long-Term Governance Programme – supporting movement building for long-term governance in countries around the world. The Programme aims to activate the potential of the UN Declaration on Future Generations as a catalysing moment to build a global movement that centres the wellbeing of current and future generations in decision-making and mainstreams long-term governance across all countries in the world, working across the full prism of actors – from grassroots civil society to senior government officials and politicians.

This role exists to build and connect the in-country hubs that carry SOIF's long-term governance work into national and regional contexts, weaving relationships across government, civil society, academia, and media at the country level, and engaging senior policymakers and political leaders who can translate momentum into institutional change. The role's remit will include support for 9 existing hubs, with a focus on Norway and Germany, and supporting the growth of 2-3 new hubs in global majority countries. As work stream lead, this role owns both the strategy for incubation and its delivery – ensuring hubs and network weavers are well supported and set up to perform, while continually adapting the approach as the programme learns. It sits at the intersection of SOIF's theory of change and its practice, where structured thinking about the future becomes coalitions and momentum for movement-building. Because this work is emergent, success requires balancing a consistent, systematic approach with the flexibility to adapt to each country's distinct political and institutional context – and working closely with the leads of SOIF's other three work streams to keep the practice coordinated in service of the wider mission and the LTG movement. Success looks like a growing map of active, well-supported hubs, strong relationships with senior government stakeholders, and a steady flow of learning moving between hubs and into multilateral efforts.

2. About the School of International Futures (SOIF)

SOIF is a global non-profit collective helping people transform the present through structured thinking about the future.

Our vision is an equitable and sustainable world for current and next generations. We work with citizens, organisations, and leaders to strengthen long-term thinking, navigate uncertainty, and create positive change.

We are values-led, international, and largely distributed – our team spans multiple time zones, and we offer flexible contracts, job shares, and working arrangements that let people balance SOIF with other commitments. We are committed to building a diverse and inclusive organisation and welcome applicants from all backgrounds, countries, and sectors.

3. Key Deliverables

The role's core deliverables are grouped under the themes below. These describe the primary outcomes expected during the contract period.

Group role-specific deliverables under 3–5 themes.

<i>Theme 1 – Hub Development & Coordination</i>	● Identify and connect early-adopter individuals and organisations – including senior government officials – to establish and strengthen existing in-country hubs ● Identify opportunities for new country hubs in global majority countries by building networks in target countries, including within government ● Provide implementation strategy and capability-building support tailored to each hub's context and maturity, adapting approach to each country's political and institutional landscape ● Maintain an active map of hub status, needs, and opportunities across regions
<i>Theme 2 – Network Weaving & Relationship Building</i>	● Connect stakeholders across government, wellbeing, nature/climate, equity, and futures civil society, media, and academia ● Broker introductions and build trust between actors who wouldn't otherwise connect, including across the civil-society-to-government spectrum ● Cultivate and sustain relationships with senior political leaders and decision-makers to drive institutional commitment
<i>Theme 3 – Cross-Hub Learning & Movement Building</i>	● Facilitate peer learning and cross-fertilisation of ideas, tactics and lessons between hubs ● Channel global expert advice and technical support to hubs, including through the Long-Term Governance Network



Theme 4 - Strategic Prioritisation & Delivery	• Distill insights and developments across the network to inspire multilateral efforts, including at the UN and EU, and to inform engagement with senior government stakeholders
	• Own and continually adapt the incubation work stream's strategy, balancing structured, systematic delivery with iteration as the programme learns • Hold the big-picture strategic goals for long-term governance across countries while identifying concrete, near-term opportunities to demonstrate progress • Coordinate closely with the leads of SOIF's other three work streams to ensure alignment across the practice in service of the wider mission • Report on progress and surface milestones that build momentum for the wider movement

4. Experience, Skills and Attributes

Essential experience and skills

- *Demonstrated experience in coalition-building, network weaving, or ecosystem/movement development, with a track record of engaging senior government officials and political leaders as well as civil society*
- *Strong relationship-management skills, with credibility operating across the full prism – from grassroots actors to senior policy makers and politicians*
- *Experience owning and adapting strategy for a work stream or programme, balancing structured delivery with emergent, iterative adjustment*
- *Ability to hold strategic, big-picture thinking alongside practical, on-the-ground delivery and prioritisation*
- *Independent, proactive, and highly organised; able to manage ambiguity and work effectively across virtual, cross-timezone settings, and to coordinate closely with peer work stream leads*
- *Cultural and political fluency and adaptability for working across a wide range of national and regional government and institutional contexts*

5. Growth & Development

At SOIF, we encourage everyone to continue developing their craft, contribution, and influence through the opportunities available in their role. While growth is not a contractual requirement or linked directly to contract renewal, team members are encouraged to use the SOIF Growth Map to identify opportunities to deepen their expertise, take on stretch opportunities, strengthen relationships, contribute across practices, and support organisational learning. Growth conversations form part of regular development and renewal discussions and are intended to be supportive and future-focused.

6. Our Values

At SOIF, our work is guided by a shared set of values that shape how we work with one another, our partners, and the communities we serve.

In our work with partners and clients, we are guided by:

- **Commitment to social justice** – working towards a more equitable and sustainable world for current and future generations.
- **Respect for complexity** – recognising that meaningful change requires curiosity, systems thinking, and openness to different perspectives.
- **Empowerment through participation** – creating space for people and communities to shape the futures that affect them.

Within our team, we value:

- **Collaboration** – working generously across practices, projects, and geographies.
- **Communication** – sharing openly, listening well, and keeping one another informed.
- **Transparency and trust** – building strong relationships through honesty, accountability, and integrity.
- **Quality and proportionality** – delivering work that is thoughtful, high-quality, and appropriate to the context and need.

We also encourage the thoughtful use of emerging technologies, including AI, to improve productivity and impact, while always applying professional judgement, protecting confidentiality, and recognising that these tools complement rather than replace human expertise.

7. Expectations of All SOIF Team Members

All SOIF team members are expected to:

- **Deliver high-quality work** and take ownership of agreed outcomes and commitments.
- **Build positive relationships** and collaborate effectively with colleagues, partners, clients, and networks.



- **Communicate proactively**, sharing information clearly and raising issues, risks, and opportunities early.
- **Learn, adapt, and contribute**, supporting knowledge sharing, reflection, and continuous improvement across the organisation.
- **Work flexibly across projects, practices, and emerging priorities**, contributing where your skills and experience add the greatest value.

8. Ways of Working at SOIF

SOIF is a distributed, international organisation, and we place a high value on trust, flexibility, and ownership. We care more about outcomes than where or when work happens, and we rely on people to communicate proactively, manage their commitments, and work collaboratively across teams, projects, cultures, and time zones.

Many of our roles evolve as opportunities, funding, and priorities change. As a result, people who thrive at SOIF are often comfortable with ambiguity, curious about new ideas, and willing to step into emerging opportunities. We value people who can connect dots, build relationships, and work across different communities, practices, and perspectives to help move our mission forward.

Above all, we look for colleagues who are collaborative, generous, and committed to creating a positive impact. We believe the best work happens when people support one another, share learning openly, and contribute in ways that are sustainable for themselves, their teammates, and the wider organisation.

9. Diversity, Equity and Inclusion

SOIF is committed to building a diverse, inclusive, and equitable organisation that reflects the communities and futures we seek to support. We welcome applications from people of all backgrounds, identities, experiences, and perspectives; diverse teams make better decisions, ask better questions, and create more meaningful impact.

All qualified applicants will be considered without regard to race, ethnicity, nationality, religion, disability, gender identity or expression, sexual orientation, age, veteran status, or other protected characteristics. We are committed to making our recruitment and working practices as inclusive and accessible as possible.

10. Application Process

To apply, please submit your CV and cover letter via soif.org.uk/jobs. Please also respond to the following four questions:

1. **Working across the prism:** Tell us about a time, ideally from the last 3-5 years, and involving sustained engagement over several months or more – you built a relationship with a senior government official or political leader (e.g., ministerial level, senior civil servant, or equivalent) in service of a longer-term goal. What made the relationship work, and how did you sustain it alongside your relationships with civil society or grassroots actors on the same issue?
2. **Owning strategy while adapting it:** Describe a programme or work stream you were responsible for leading – ideally spanning multiple countries or regions, or a budget/team of meaningful scale – where the strategy had to evolve significantly as you learned more. How did you decide when to hold the course and when to change direction, and how did you bring others along with the change?
3. **Coordinating across a distributed effort:** This role requires close coordination with the leads of three other work streams, plus hubs operating in 9 or more very different national contexts. Give an example of how you've kept a distributed, multi-stakeholder effort – ideally involving stakeholders across at least 3-4 countries or regions – aligned without having direct authority over everyone involved.
4. **Balancing structure with local context:** Tell us about a time you had to apply a consistent framework or approach across very different contexts – at least 3 distinct countries, regions, or cultural/institutional settings – over a sustained period. How did you decide what to standardise and what to adapt, and what did you learn from getting that balance wrong at least once?

The **closing date for this role is Thursday, 17th August at midnight BST**

First-round interviews will likely be in w/c 25th August, and second-round interviews will be in w/c 7th September 2026.

Use of AI in Applications

We welcome the thoughtful use of AI tools as part of the application process. However, we are interested in your thinking, judgment, experience, and communication style. Applications that rely heavily on generic or unedited AI-generated content may not demonstrate suitability for the role as effectively as authentic, reflective responses.

If you have any questions about the role, please get in touch with Diyana West, Programme Lead, at diyana@soif.org.uk