

# Job Description



<b>Job Title:</b>	<b>Digital Action Lab Coordinator</b>		
<b>Cluster:</b>	Innovation for Change		
<b>Salary:</b>	\$48,122 (Including benefits)	<b>Contract Type:</b>	12 Months (with a possibility of an extension)
<b>Location:</b>	Remote, with preferences for CIVICUS Hubs (essential to already have the right to work from a hub or remotely)		
<b>Reports to:</b>	<b>Programme and Network Coordinator</b>		
<b>Direct Reports:</b>	N/A		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>The Digital Action Lab Coordinator will play a pivotal role in leading the dynamic implementation of the cutting-edge Digital Action Lab. This groundbreaking initiative is dedicated to empowering diverse cohorts of local civil society collaborators, embarking on a journey of innovation and collective learning. By harnessing the power of novel digital tools and tactics, the Digital Action Lab aims to revolutionize their organizing and campaigning efforts, paving the way for expanded civic and democratic freedoms both offline and online.</p> <p>The Coordinator's primary focus will be to facilitate and support local civil society actors operating within restrictive contexts in the global south. By leveraging the transformative potential of digital technology, the Coordinator will enable and amplify the impact of civil society, enhancing civic engagement and fostering a vibrant democratic culture within these challenging environments.</p> <p>In summary, the Digital Action Lab Coordinator will spearhead the implementation of this groundbreaking initiative, empowering local civil society collaborators through innovation, collaboration, and the strategic utilization of digital tools. This is an exceptional opportunity to contribute to the advancement of democratic values and civic participation, ultimately shaping the future of local communities in the global south.</p>		
	<b>Key Activities</b>		

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<p>Community Engagement</p>	<ul style="list-style-type: none"> <li>- Work with the DDI team and wider CIVICUS colleagues to develop, launch and implement the launch the Digital Action Lab, supporting diverse groups of local civil society collaborators to strengthen digital literacy and experiment with new digital approaches and activities.</li> <li>- Build and maintain relationships with Digital Action Lab prospective and cohort participants, and wider stakeholders, via consistent partner engagement, including via peer-learning spaces and responsive feedback mechanisms that support constituent accountability test and roll out dynamic and innovative community engagement tools and approaches that facilitate learning, solidarity actions, and advocacy.</li> <li>-</li> </ul>
<p>Administrative and Project Management support</p>	<ul style="list-style-type: none"> <li>- Lead day to day tasks including those related to organizing and documenting meetings, and information management.</li> <li>- Implement and track activities and budget expenditures according to agreed work plans, assess progress, and adapt activities as required, in coordination with the Innovation and Sustainability Projects Coordinator</li> <li>- Support the creation of project and activity reports, overviews, briefs, communication materials, etc.</li> <li>- Procure services and manage vendors, including contract preparation on scopes of work, agreements, etc.</li> <li>- Develop and manage subgrant agreements in line with the initiative workplan and activities in coordination with the Finance and Compliance Coordinator</li> </ul>
<p>Knowledge and Learning Sharing</p>	<ul style="list-style-type: none"> <li>- Systematically collect data and stories from the DAL participants and relevant wider stakeholders (including via constituent feedback mechanisms), in collaboration with the Impact and Accountability team.</li> <li>- Work with participants and the DDI team to produce impact and learning content and facilitate peer-exchanges with/for the DAL participants, including via both online and in-person events.</li> <li>- Share DAL outcomes, stories and lessons learned and hold associated engagement activities with wider actors via the DDI knowledge hub and other CIVICUS strategic networks.</li> <li>- Help ensure that outcomes, stories and lessons from the DAL are shared and discussed across the CIVICUS secretariat and are informing CIVICUS' digital strategy and it's integration with wider CIVICUS teams and projects.</li> <li>-</li> </ul>

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Other	<ul style="list-style-type: none"> <li>- The role holder will from time to time be required to carry out any other duties that are within the scope of the job.</li> <li>- All staff will demonstrate CIVICUS values and principles in all their professional relationships and any interactions that may reflect on CIVICUS</li> </ul>
<b>Person Specification</b>	
<b>Education, Language &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>- Postgraduate degree in Development Studies, Social Sciences, International Relations or other related field, or equivalent work experience.</li> <li>- Working proficiency in English and Arabic, French or Spanish (desirable)</li> </ul>
<b>Essential Knowledge, skills and Experience</b>	<ul style="list-style-type: none"> <li>- 5- 7 years' experience working with advocacy or human rights-based organizations or groups in the non-profit sector; with an understanding of the digital landscape and its impact on democracy and civic engagement</li> <li>- Familiarity with co-creation methodologies and constituent accountability practices</li> <li>- Experience with facilitation and engaging multi-cultural partners.</li> <li>- Strong project management skills including translating activities to clear operational plans.</li> <li>- Excellent verbal and written communication skills in English</li> <li>- Excellent computer software skills, including experience with MS Office, Google apps and web-based research and communication and design tools.</li> <li>- Excellent interpersonal skills, and previous experience working in multicultural teams.</li> <li>- Strong organizational skills and attention to details</li> <li>- Commitment to CIVICUS' vision, mission, values, and ways of working.</li> </ul>
<b>Desirable Knowledge, skills and Experience</b>	<ul style="list-style-type: none"> <li>- Learning and M&amp;E knowledge, ideally in the non-profit sector</li> <li>- Experience working with historically excluded communities such as rural groups, indigenous peoples, women, youth, and LGBT+</li> </ul>