

Job Description



Job Title:	FoPA Convening Coordinator		
Cluster:	Innovation for Change		
Grade:	(\$42000- \$47000) inclusive of benefits	Contract Type:	12-month fixed term
Location:	Remote, with preferences for CIVICUS Hubs (essential to already have the right to work from a hub or remotely)		
Reports to:	Innovation for Change Lead		
Direct Reports:	N/A (supporting consultants as required – facilitators/event support)		
Job Role			
Role Overview:	<p>The FoPA Convening Coordinator is responsible for coordinating the development and delivery of a series of strategic convenings to advance context-specific understanding and ways of supporting the Freedom of Peaceful Assembly (FoPA). During and post the convenings, the Coordinator will also identify and document opportunities for action and influencing the rights to peaceful protest as an input into the next phase of the FoPA programme.</p>		
Key Activities			
Community Engagement	<ul style="list-style-type: none"> - Build and maintain relationships with the convening hosts - Develop a list of invitees, invitations and messaging for potential participants, in collaboration with the hosts and the CIVICUS team - Build engagement spaces to enhance partnerships between hosts and participants of the convenings - Support testing of dynamic and innovative community engagement tools and approaches to facilitate inclusive engagement in the convenings and further ecosystem connections throughout the convenings series. - Ensure partner engagement in the co-creation of FoPA strategic convenings, and introduce responsive feedback mechanisms that support constituent accountability 		
Project Management	<ul style="list-style-type: none"> - Develop and monitor a comprehensive project plan for the series of strategic convenings, according to the FoPA Workstream Framework and co-design input. - Implement and track activities and budget according to agreed work plan, assess progress and ensure delivery - Identify priority actions ideated in the strategic convenings in collaboration with the host and CIVICUS team - Develop the partnerships with co-hosts and other stakeholders, and other tasks necessary to implement the convenings and priority actions - Distil learning related to FoPA programmes - Deliver programme and activity reports, overviews, briefs, communication materials, etc. 		

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	<ul style="list-style-type: none"> - Procure services and manage vendors (facilitators, event support etc.), including contract preparation on scopes of work, agreements, etc.
Cross-organisational Coordination	<ul style="list-style-type: none"> - Lead internal CIVICUS coordination on the convenings, including the cross-team planning, development and implementation of the convenings - Coordinate and collaborate with other activities conducted as part of the FoPA Workstream, including –but not limited to – research, reports, advocacy, and campaigns. - Implement related data collection (including constituent feedback mechanisms) and ensure quarterly data updates related to the FoPA convenings are captured in the CIVICUS MEL system - Develop communication materials and organise learning events for effective knowledge sharing within the CIVICUS secretariat and the broader alliance
Other	<ul style="list-style-type: none"> - The role holder will from time to time be required to carry out any other duties that are within the scope of the job. - All staff will demonstrate CIVICUS values and principles in all their professional relationships and any interactions that may reflect on CIVICUS
Person Specification	
Education, Language & Qualifications	<ul style="list-style-type: none"> - Postgraduate degree in Development Studies, Social Sciences, International Relations or other related field, or equivalent work experience - Working proficiency in English and Arabic, French or Spanish
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> - 5 years’ experience working with advocacy or human rights based organisations or groups in the non-profit sector; at least 2 years’ experience in project and community management and engagement - 5 years’ experience in delivering multi-stakeholder projects - Familiarity with co-creation methodologies and constituent accountability practices - Experience with facilitation and co-design and engaging multi-cultural partners - Excellent verbal and written communication skills in English - Excellent computer software skills, including experience with MS Office, Google apps and web-based research and communication and design tools - Excellent interpersonal skills, and previous experience working in multicultural teams - Strong organizational skills and attention to details - Commitment to CIVICUS’ vision, mission, values and ways of working.
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none"> - Learning and M&E knowledge, ideally in the non-profit sector - Experience with social or peaceful protest movements, activists or groups and intersectionality approaches