

Job Description



Job Title:	Membership Community Building Officer		
Cluster:	Membership & Networks		
Salary:	\$36 000 - \$39 000	Contract Type:	12 month Fixed Term (Subject to renewal based on funding)
Location:	Global South with preference for Africa, remote work		
Reports to:	Membership & Networks Engagement Specialist		
Direct Reports:	N/A		
Job Role			
Role Overview:	The CIVICUS Membership Community Building Officer is an exciting position that supports key CIVICUS membership communities through the curation of tailored information and engagement opportunities, and connections and exchanges that enhance collective learning, testing and action. This role also provides facilitation support to membership governance structures to ensure these communities are truly member-led. Situated with the Membership & Networks cluster, the role will work across all CIVICUS teams to connect members with all CIVICUS programmes and activities. The role would suit someone, preferably from the global south, who has strong experience in community building and member/constituent engagement with diverse civil society actors, from individual activists to international civil society organisations.		
Areas of Responsibilities	Key Activities		
Information and communications	<ul style="list-style-type: none">● Improve understanding among CIVICUS community members of what the alliance does and the various opportunities to engage● Provide information and resources that help members to understand community-specific trends and responses● Develop regional/context/language specific information and channels for sharing innovation, best practice and ideas safely and securely		
Engagement	<ul style="list-style-type: none">● Support diversity and inclusion within CIVICUS member communities● Develop and test dynamic and innovative membership engagement tools and approaches● Support coordination and collective action within member communities and with other actors in the CIVICUS alliance and beyond when there is strategic alignment		
Community-building	<ul style="list-style-type: none">● Support community exchanges that facilitate peer, cross-sectoral and trans local learning based on common needs and priorities● Build connections within CIVICUS communities and beyond that promote solidarity actions in response to attacks and threats on human rights and civic freedoms		

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Impact and accountability	<ul style="list-style-type: none"> • Support efforts to understand better specific CIVICUS communities and their needs and insure key constituent feedback is included in decision-making processes • Support the governance structures of CIVICUS communities to ensure that these are member-led • Integrate primary constituency accountability mechanisms in the engagement of CIVICUS communities and encourage their uptake among members
Person Specification	
Education, Language & Qualifications	<ul style="list-style-type: none"> • 3 years work experience, at least 2 years in relevant field/functional area. • 3 years minimum experience working in Civil Society or human rights organisations, networks or communities, ideally with a membership based organisation • Diplomas/degrees in any of the following disciplines: development studies, international relations, political science, economics or related field • Excellent command of English (spoken and written) and another UN official language
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> • Experience of community building, with thorough understanding of networking principles, particularly in the global south • Demonstrated collaboration, coordination and partnership building abilities, both within communities and externally • Understanding of global/regional dynamics, and civil society issues and trends • Ability to work in a multi-cultural environment, multi-task and deliver on tight deadlines • Proven experience working with data security practices and processes • Strong and effective communication skills • Commitment to CIVICUS's vision, mission, values and ways of working
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none"> • Knowledge of and practical experience implementing diversity and inclusion principles and dynamic accountability frameworks in community settings • Experience with Customer Relationship Management systems and/or databases