

JOB TITLE: EDUCATION ASSOCIATE (INTERNET CITIZENS)

- **Organisation:** Institute for Strategic Dialogue (ISD)
 - **Reporting to:** Education Coordinator
 - **Location:** Central London
 - **Type of Contract:** Full time, Fixed Term Contract to July 2018
 - **Start Date:** ASAP
 - **Salary Bracket:** £25,000 - £28,000
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About ISD

ISD a global counter-extremism organisation dedicated to powering new generations against hate and extremism. For 10 years, we have responded to the rising challenge of extremist movements and the ideologies that underpin them, delivering cutting-edge programmes built from world-leading expertise in communications and technology, grassroots networks, knowledge and research, and policy advice.

Position summary

ISD welcomes applications from candidates who would like to help drive *Internet Citizens*, ISD's flagship education project run in partnership with Google. The project seeks to build digital citizenship skills in young people across the UK in order to increase their resilience to hate and extremism.

Having successfully delivered an impactful workshop model in 2017, we are seeking someone who can help drive the delivery and scaling of the model into secondary schools around the country in 2018, as well as support the delivery of a train-the-trainer model to teachers and youth workers. The successful candidate will work closely with both the ISD Education team as well as the Google and YouTube teams running Internet Citizens. The successful candidate would be based part time at Google and part time at ISD.

This role offers a valuable opportunity for a candidate looking to gain experience in the day-to-day running of a cross-sector education project. The successful candidate will work on building a strong network of educators (in both formal and non-formal learning environments), the logistical requirements of delivery across the UK, and cross-team engagement.

Key responsibilities

- Supporting the Internet Citizens team in the strategic expansion and development of the project;
- Scoping and managing relations with key stakeholders across the UK;
- Managing the recruitment and overseeing the logistical support for all the Internet Citizens UK workshops and training, including conducting outreach to UK schools and other key UK education sector stakeholders, managing bookings with schools and other education practitioners, and organising the logistics for each workshop;
- Maintaining up-to-date information on relevant ISD databases;
- Supporting the ongoing monitoring and evaluating of the impact of Internet Citizens;
- General administrative and project management support to the Internet Citizens team.

Person specification

Essential

- Experience working within the education sector;
- Excellent knowledge of the UK education sector;
- Strong team player, but able to work independently;
- Good time management and organisational skills, and ability to prioritise workload to meet tight deadlines;
- Ability to take initiative and move work forward;
- Excellent oral and written communication skills (English language).

Desirable

- Good knowledge of UK non-formal education settings;
- Qualifications related to teaching or education;
- Broad subject knowledge of online safety/digital citizenship, countering violent extremism and/or social cohesion policy;
- Quantitative analysis skills (Stata/R).

Application process

*If you would like to apply for this position, please send a one-page cover letter and up-to-date CV to vacancies@isdglobal.org by **5pm GMT on Friday 24th November 2017**. Short-listed applicants will be invited to attend an interview with the ISD and Google team behind Internet Citizens. Exceptional candidates may be interviewed and appointed before this time.*

Please note that only short-listed candidates will be contacted and applications without a covering letter will not be considered. All applicants must have either EU status or right of employment within the UK.