

ASSOCIATE – TECHNOLOGY, COMMUNICATIONS AND EDUCATION

- **Organisation:** Institute for Strategic Dialogue (ISD)
 - **Reporting to:** Manager - Technology, Communications and Education Team
 - **Location:** Central London
 - **Type of Contract:** One year fixed term contract, with a view to permanent role subsequently
 - **Start Date:** ASAP
 - **Salary Bracket:** £25,000 - £28,000, dependent on experience
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About ISD

ISD is a global counter-extremism organisation dedicated to powering solutions against extremism and polarisation. 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 be part of ISD's technology, communications and education team, which works internationally to power solutions to hate, extremism and polarisation. The successful candidate will work across a broad range of ISD's programmes, which include cutting-edge projects developing vital digital citizenship skills in young people through education, building the capacity of youth and civil society to counter hate and extremism in their communities, and measuring and evaluating the impact of our programmes.

This role offers a valuable opportunity for a candidate looking to gain experience in the day-to-day running of cross-sector, multinational projects. The successful candidate will work on the research, delivery and evaluation aspects of countering hate and extremism through technology, communication and education, across a variety of international contexts.

Key responsibilities

The successful candidate will work across the Technology, Communications and Education team and will be responsible for:

Project support

- Provide coordination and logistical support to projects, including conducting background research, developing and maintaining databases, drafting external communications, and tracking budget expenditure

- Support the fundraising efforts of the technology, communication and education team through scoping funding opportunities, drafting proposals and conducting background research
- Support the ongoing monitoring and evaluating of the impact of ISD's programmes by assisting in data collection, analysis and the drafting of evaluation impact reports
- Communicate with a range of ISD stakeholders including civil society or youth networks, partners and organisations
- Undertake research assignments and assist in compiling background documents and reports on key areas within countering extremism
- Maintain up-to-date information on relevant databases
- General administrative and project management support to the team.

Person specification

Essential

- Educated to degree level, ideally with a Masters in a relevant field
- Exceptional written and spoken English
- Clear, fluent and concise oral and written communication skills
- Outstanding attention to detail
- Highly organised with the ability to be flexible, multi-task and respond proactively in a fast-paced environment
- Ability to work well both independently and in a team
- An understanding of and commitment to ISD's core mission

Desirable

- Subject knowledge of countering violent extremism and/or social cohesion policy
- Experience with data analysis and report writing (including quantitative analysis skills)
- Experience working in an international environment
- Professional standard of written and spoken additional languages, in particular German, French, Spanish or Arabic
- Experience supporting budget management processes
- Experience with project management support and coordination of project deliverables

Application process

If you would like to apply for this position, please send a one-page cover letter and up-to-date CV (no more than 2 pages) to vacancies@isdglobal.org by Friday 31st May 2019 at 5pm.

Please note that only short-listed candidates will be contacted and applications without a covering letter will not be considered.