

SENIOR MANAGER, POLICY OR DEPUTY HEAD, POLICY (LEVEL DEPENDENT ON EXPERIENCE)

- **Organisation:** Institute for Strategic Dialogue
 - **Reporting to:** Head of Policy & Research
 - **Location:** Central London
 - **Type of Contract:** One year fixed term contract, with view to permanent role subsequently
 - **Start Date:** ASAP
 - **Salary Bracket:** £45,000 - £55,000 per annum, dependent on experience
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About ISD

ISD is a global counter-extremism organisation dedicated to powering solutions to extremism and polarisation. For over 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. As a non-profit organisation with teams in London, Beirut, Toronto and Washington D.C., ISD enjoys strategic partnerships with the world's leading technology companies and supports more than a dozen prominent governments and institutions in stemming the rise of violent extremism and hate speech.

Position summary

ISD seeks to appoint a senior policy professional to join our growing and busy team, at either a Senior Manager or Deputy Head level dependent upon the experience of the successful candidate.

This vacancy is for an integral position within ISD's Research and Policy team, with broader engagement across all ISD programming. ISD's policy engagement spans a range of programmatic areas and is crucial for the success of all our work. We seek to recruit a politically engaged and experienced professional with substantial experience working in the fields of CVE, PVE, education and/or digital policy to drive forwards ISD's policy engagement on a range of agendas. Working with both researchers and project teams across the organisation, the successful candidate will lead a broad portfolio of work to ensure the policy agenda is captured in and reflective of all of ISD's work.

Key responsibilities

The successful candidate will work closely with the Head of Policy & Research and other senior staff to deliver the following:

Education Policy

- Drive policy components of ISD's growing education programme
- Build out ISD's education programming, including Digital Citizenship and Extreme Dialogue models, in new areas and countries
- Oversee a team of staff and supervise others working cross-organisationally
- Lead strategy and engagement with policy makers to shape education policy
- Support all teams delivering on youth and education related projects to ensure cutting-edge policy recommendations and thought leadership are reflected in all ISD programming

Broader Policy Agenda

- Oversee and lead research and policy projects, manage online and offline research, produce policy briefings and coordinate events with national/ international policymakers
- Drive and coordinate ISD's thematic research and policy outputs on the trends, tactics and impact of Islamist movements internationally
- Contribute to ISD's digital policy programme
- Lead on researching, writing and editing policy briefings and reports for a variety of audiences including policy makers, the education sector, media and other industry experts
- Contribute to the design and implementation of effective monitoring and evaluation across ISD's programming

Development

- Strategically expand and develop ISD's work in education and government engagement
- Drive development to secure new funding, specifically for education and policy projects
- Build and maintain internal and external stakeholders' relationships to an exceptional level
- Actively and regularly engage UK-based relevant stakeholders
- Work with ISD's regional teams on localised development strategies and programming

Management and representation

- Foster a positive and collaborative team environment
- Line manage up to 2 staff and support colleagues to reach their potential through coaching, communication and identification of learning and development opportunities
- Write, review and edit organisational outputs to an exceptional standard
- Represent ISD and projects at the highest levels of stakeholders, including in the media and with governments and international organisations

Person specification

Essential

- Educated to degree level, ideally with a Masters in a relevant field
- Strong working knowledge of the CVE/ PVE, policy and/or education sector
- Proven ability to drive and coordinate thematic research and policy outputs on a range of topics related to ISD's work
- Excellent project and programme delivery experience, with proven ability to manage complex and large projects involving numerous stakeholders
- Proven ability to lead policy engagement, manage research and produce policy briefings
- Proven ability to lead strategic engagement with policy makers and external stakeholders
- Exceptional written and oral communication skills and confidence in presenting complex ideas to a range of senior stakeholders
- Highly organised with the ability to be flexible, multi-task and respond proactively
- Ability to work well both independently and in a team
- Excellent line management skills and interest in team coaching and development
- Good media and public representation experience
- Previous experience working with private sector and public sector organisations and donors

Desirable

- Established knowledge of and relationships within the education, policy or CVE/ PVE sectors both in the UK and internationally
- Experience developing and designing Monitoring and Evaluation frameworks
- Professional standard of written and spoken additional languages
- Experience working in a fast-paced think tank or start up environment
- Interest in developing and leading thought leadership on additional specialisms
- Fundraising and development experience with a range of donors

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 7th June 2019 at 5pm.

Please note that only short-listed candidates will be contacted and applications without a covering letter will not be considered. All applicants who are invited to interview will be asked to produce evidence of their right to work in the UK.