

## JOB DESCRIPTION

<b>Role</b>	Project Associate		
<b>Division</b>	Communications, Education, Networks and Technology	<b>Team</b>	Young Cities and YouthCAN
<b>Reports to</b>	Project Manager	<b>Direct reports</b>	none
<b>Budgetary responsibility</b>	N/a	<b>Resource responsibility</b>	N/a
<b>Contract</b>	Fixed term contract to February 2022 with possibility of extension		
<b>Salary</b>	£25,000 - £28,000 depending on experience		

### About ISD

ISD is a global counter-extremism organisation dedicated to powering solutions to hate and extremism. ISD has established itself as one of the leading global authorities on extremism and security. Combining research and analysis with government advisory work and programme delivery, ISD has been at the forefront of forging real-world, evidence-based responses to the challenges of integration, extremism and terrorism.

As a global 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.

ISD is looking for an exceptional individual to work on our YouthCAN and Young Cities programmes as a Project Associate based in London.

Founded in 2015, the [Youth Civil Activism Network \(YouthCAN\)](#) is one of ISD's longest running programmes and works across the globe to empower young activists to challenge hate, prevent extremism and promote peace. We enable youth to find their voice and take action to help build a more peaceful world through the provision of training, support and resources. YouthCAN's goal is to further the role of young people in P/CVE at all levels by ensuring that young people have the knowledge, skills and confidence to act effectively, as well as the opportunity to engage meaningfully at all levels both as partners and as leaders.

Young Cities is a joint effort by YouthCAN and one of ISD's other longest running programmes, the [Strong Cities Network \(SCN\)](#), bringing youth voices to city halls across Lebanon, Kenya, Senegal and the Western Balkans. Young Cities works in partnership with both young people and local government to enhance and support youth-led solutions to community challenges such as hate, polarisation, extremism and violence.

Young people have the insights, ability and creativity to affect change on deeply entrenched community challenges. YouthCAN and Young Cities support and amplify these efforts through local research, capacity-building, seed funding and direct support, giving young people the skills and freedom to develop programming that responds to the needs of their communities.

Simultaneously, Young Cities works with local government to support city-level youth collaboration and to develop more effective policy that champions youth as key partners in resilience building efforts. By working simultaneously with both groups – youth and local government – our youth programmes foster a shared understanding of local youth issues, facilitates new opportunities for cooperation, and ultimately enhances both groups’ capacity to tackle community-level challenges of hate and polarisation.

## **Role Purpose**

The Associate will work as part of the Young Cities and YouthCAN teams to deliver project activities predominantly with youth, but also local government stakeholders. This includes organising workshops, helping deliver project communications and social media presence, and providing research support. This is a global-facing role, and the Associate will engage with stakeholders across the Middle East, Africa, South Asia, Australia and the Western Balkans. There is an opportunity to develop a larger focus on engagement in the Western Balkans, depending on language skills of the applicant.

## **Responsibilities**

- 1. Event organization: Assist the successful delivery of Young Cities and YouthCAN project activities in multiple regions**
  - Contributing to defining objectives and setting the agenda for events
  - Helping drive recruitment and managing attendance
  - Liaising with event venues and organisers
  - Maintaining contact with external speakers
  - Preparing collaterals and materials for events
  - Coordination and participation on the day of the event as required
  - Conducting desk-based research as required
- 2. Support project communications, including the projects’ social media and online presence**
  - Support the Youth Coordinator in managing the websites for YouthCAN and Young Cities
  - Help manage YouthCAN’s social media pages and drive engagement
  - Help manage YouthCAN’s online community of more than 1,500 young activists globally
  - Curate and help create engaging and relevant content that can support and inspire activists
  - Liaise with YouthCAN’s activists in Lebanon, Kenya, Senegal, Pakistan, Australia and the Western Balkans to provide content for YouthCAN’s social media highlighting their work
- 3. Support the development of youth-led and co-created campaigns and initiatives**
  - Support strategic development of locally-tailored policy advice and youth-led campaigns and initiatives in Kenya, Lebanon, Senegal, Pakistan, Australia and the Western Balkans
  - Support coordination of small grants and project delivery, including stakeholder management with youth and local government as required
  - Support delivery of tailored training sessions for youth groups
  - Conduct research into local-level approaches, policies and programmes
- 4. Project administration**
  - Assist Managers and Coordinators in the administration of projects, including contributing to the Project Operations Document

- Support tracking of budget expenditure
- Contribute to reporting processes

### What success looks like

- Contribute to the organization of at least 4 events per year
- Increase following and engagement on social media pages and in online activist community
- Productive working relationships developed in multi-regional environment
- Developed expertise in youth, peace and security-related issues
- Positive 360 feedback from team colleagues

### Person Specification

	Essential	Desirable
<b>Knowledge, training and qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent relevant work experience (such as conflict studies, peacebuilding, international development)</li> </ul>	<ul style="list-style-type: none"> <li>• Masters degree from reputable university</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience in project or programme delivery, with proven ability to meet deadlines and contribute to team project work</li> <li>• Previous experience with communications and social media management</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience with youth-led peacebuilding work and/or general youth engagement projects and passion for working with youth</li> <li>• Previous experience with projects building resilience against hate, violence and polarization</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Clear, fluent and concise oral and written communication</li> <li>• Highly organized with the ability to be flexible, multi-task and respond proactively in a fast-paced environment</li> <li>• Highly IT literate, with willingness and ability to quickly learn new online tools and content management systems</li> <li>• Online and offline research skills</li> </ul>	<ul style="list-style-type: none"> <li>• Skilled writer for public audience</li> <li>• Experience working with international stakeholders</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Intercultural and interpersonal awareness</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work well independently and in a team</li> </ul>
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• Willingness to travel internationally</li> </ul>	<ul style="list-style-type: none"> <li>• Fluency in Macedonian, Albanian, or Serbo-Croatian highly desirable.</li> </ul>

- Fluency in Arabic, Swahili, Urdu or French desirable.
- Previous work experience and/or living in the Western Balkans, West and/or East Africa or Middle East desirable

## How to apply

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](mailto:vacancies@isdglobal.org) by Friday 31<sup>st</sup> January 2020.

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.

Interviews will be held between 6<sup>th</sup>-7<sup>th</sup> February 2020 in London.

**Job description drafted by:** Sabine Barton, Senior Manager  
**Signed off by:** Joe Collenette, Head of Project Operations  
**Date:** January 2020