

JOB DESCRIPTION

Role	<i>Project Associate/ Project Coordinator (seniority dependent on experience)</i>		
Division	<i>Education</i>	Team	<i>Education</i>
Reports to	<i>Manager</i>	Direct reports	<i>None</i>
Contract	<i>6 months, Fixed-Term</i>		
Salary	<i>£25,000 - £35,000 pa (pro rata for 6-month contract)</i>		

About ISD

The Institute for Strategic Dialogue (ISD) is an independent, non-profit body dedicated to **safeguarding human rights and reversing the tide of hate, extremism and polarisation worldwide**. Since 2006 we have united a global team of data analysts, researchers, policy experts, frontline practitioners and activists to join the fight at all levels of society, and engage the widest possible audience in their solution.

ISD pioneer strategies to defeat extremists in the battle of ideas, striving to analyse, innovate and scale responses in contexts across the globe. Our work begins with **deep subject knowledge** of extremist movements, translating into **state-of-the-art digital analysis tools** that can track and analyse harmful content online. These leading insights into trends and tactics then form the basis for **active programming on the front lines**, as well as extensive **policy advice and training** for government actors that can realise systemic change. Our impact is amplified by networks and partnerships that span the public, private and third sectors. We are headquartered in London with a growing footprint worldwide, including project teams based in Canada, France, Germany, Jordan, Kenya, Lebanon, and the USA.

To date, ISD has advised **40 national governments**, alongside **key multilateral platforms** like the UN. We have engaged **142 municipal authorities** as members of our [Strong Cities Network](#) and trained more than **32,000 activists** through programmes such as the [Online Civil Courage Initiative](#). In addition, we have spurred public-private partnership via schemes like the [Google Impact Challenge](#) and [Shared Endeavour Fund](#), and engaged over **80,000 young people** in education and civil activism programmes including [Be Internet Citizens](#), [Extreme Dialogue](#) and [YouthCAN](#). In total, over **100m online users** have been reached through our targeted tech and communications efforts.

This role sits within ISD's civic action and education team, and will primarily support new educational programmes to counter hate and extremism. It will provide a valuable opportunity to gain experience in the day-to-day management of cross-sector projects, particularly in the French, British and wider European contexts.

This includes (but is not limited to): project design; producing cutting-edge media literacy and digital citizenship resources; converting research outputs into public education and outreach; running social media campaigns to promote core themes; and building the capacity of youth and civil society to counter hate and extremism in their communities.

Role Purpose

The successful candidate will support ISD's education team in delivering and scaling our digital citizenship, media literacy and counter-extremism work across a handful of distinct projects. This will include coordinating and working with education stakeholders, producing research and written outputs, and designing high-quality educational resources. The Associate/ Coordinator (*seniority dependent on experience) will also support the team with communications and the delivery of engagement activities.

Responsibilities

1. Producing mixed-media educational outputs that:

- Build subject knowledge on media literacy and digital citizenship education as a response to specific online harms
- Update ISD's existing educational resources to reflect emerging phenomena and harms
- Incorporate new and innovative ideas in response to these trends

This will also entail:

- Working with teams across ISD to stress-test and critique new content ideas
- Supporting the team to plan, deliver and analyse focus groups and interviews with education stakeholders
- Planning and writing high quality educational resources for practitioners, parents and youth
- Coordinating with internal Communications team to develop publication plans.

2. Project Management and Delivery:

- Leading on delivery of agreed project deliverables, including updating wider team on progress to ensure high quality throughout
- Supporting team to manage relationships with external stakeholders across the public and private sectors and civil society, including project partners
- Helping draft and disseminate research briefings
- Coordinating external events/webinars, including presenting ISD's work to French audiences and conducting stakeholder outreach
- Monitoring and updating projects' resourcing and budget management tools, and providing regular updates to ISD Operations team
- Preparing narrative and financial reports for funding bodies
- Supporting the development and maintenance a library of Education programme

What success looks like

- Creation of high quality resources that position ISD as thought leaders in counter-hate and extremism education and engaging campaign material suitable for different contexts'
- Wide engagement across different stakeholder groups (e.g. tech companies, NGOs, public bodies, researchers)
- Delivery of insightful research that underpins both specific project and broader education programme development
- Effective use of project management tools in order to meet key delivery targets/ milestones
- Positive 360 feedback from team members, including Heads and Senior Managers.

Person Specification

	Essential	Desirable
Knowledge, training and qualifications	<ul style="list-style-type: none"> Evidenced knowledge of media literacy and digital citizenship education topics Awareness of existing programmes to counter online harms Knowledge of French education system (formal and informal) 	<ul style="list-style-type: none"> Knowledge of UK and European formal and non-formal education sectors Understanding of online harms and hate-group tactics
Experience	<ul style="list-style-type: none"> Using project management tools to meet delivery targets on deadline and within budget Coordinating events and working with civil society partners 	<ul style="list-style-type: none"> Engaging a range of stakeholders within the French or UK education sectors, including schools, youth groups, and civil society organisations Familiarity with online research methods/techniques Facilitating roundtables or focus groups
Skills	<ul style="list-style-type: none"> French language skills (native or professional fluency) Oral and written communication Diverse stakeholder management Desk research skills Creation of innovative learning materials 	<ul style="list-style-type: none"> Presentation skills Conducting meetings and focus groups Proficiency with digital analytics tools (e.g. social media APIs such as Crowdtangle) Monitoring and Evaluation skills (e.g. survey design, analysis of qualitative feedback)
Additional requirements	<ul style="list-style-type: none"> Good time management and organisation; ability to prioritise workload to meet tight deadlines Ability to work independently and show initiative 	

