

Funders' Initiative for Civil Society

at  Global Dialogue

Programme Coordinator, Funders' Initiative for Civil Society Global Dialogue

Job Description, 25 February 2021

Global Dialogue seeks a Programme Coordinator for the Funders' Initiative for Civil Society (FICS).

FICS' vision is a world in which people – both collectively and as individuals – have the power to hold their leaders accountable and shape their government, economy and society towards justice, equality and fairness for all.

In order to achieve that goal, FICS defends and expands civic space – the physical, digital, and legal conditions through which progressive movements and their allies organise, participate, and create change. We do this through:

Thought-leadership: FICS forecasts the trends that shape the future of civic space to ensure that progressive organisations and donors are ahead of the curve, and identify strategic opportunities to disrupt and reform the drivers of closing civic space.

Building a donor ecosystem: FICS builds support from a community of donors and donor networks in alignment with its analysis, creating a community of learning and practice around what works to defend and expand civic space.

Incubation: FICS hosts new civic space initiatives to enable donors to mobilise resources collaboratively and at scale around key opportunities to disrupt and transform the drivers of closing civic space. Through these new initiatives FICS will offer civic actors not only grants but support with field-building, technical assistance and building alliances across sectors and movements.

FICS was established in 2016 as a donor affinity group supported by a secretariat of two. We are now entering a period of growth, more than doubling our staff team during 2021 to deliver ambitious new grant-making and research programmes that will enable funders and civil society to collaborate around the systemic issues that drive closing civic space.

The Programme Coordinator sits at the heart of this growth. Highly organised, inquisitive and adaptable, the successful candidate will have the opportunity to work across a range of projects and issues. Coordination and administration will remain core to the role but, as the team grows, there may be opportunities for the post holder to deepen expertise in one or more specialist subject area.

Job Description

The purpose of the role is to provide day-to-day support to the FICS programme teams and to coordinate projects across our field-building, policy and communications, and grant-making functions.

Primary responsibilities include:

Coordination and administration

- Planning, managing and monitoring a range of projects, in collaboration with the wider FICS team.
- Coordinating meetings, events, and webinars – liaising with participants and speakers, researching venues and catering.
- Organising FICS Management Committee meetings, preparing the agenda and papers, and minuting meetings.
- Providing financial administration for FICS, including entering data into accounting software, producing reports, drafting and monitoring consultant contracts.
- Providing scheduling support to the FICS team, organising travel and accommodation, contributing to risk assessments, maintaining records.

Grant-making support

- Providing grants administration to FICS, coordinating calls for proposals, responding to enquiries, ensuring compliance with Global Dialogue's grant-making procedures, producing reports.
- Attending conferences and meetings to help gather intelligence about closing civic space and grant-making practice.

Knowledge management and communications

- Supporting internal knowledge management, both online and offline.
- Supporting FICS' external communications, liaising with editors and designers to ensure timely and high-quality publications, updating the website, helping to moderate and drafting content for relevant online communities.
- Working collaboratively with other members of the FICS team to identify and assess opportunities to build FICS' programming and strengthen its impact.
- Assisting with background research and the preparation of relevant reports, briefings, and presentations, to inform the strategic initiatives, fundraising and stakeholder management.
- Other duties commensurate with the role.

Person Specification

We are committed to being a diverse team and are looking for talented people from a wide range of backgrounds, cultures and experiences who share our values.

In your application, you need to demonstrate how you address the following criteria:

Required

You will have:

- A demonstrable interest in human rights and social justice, civil society organising, and the pressures on civil society organisations resulting from current political trends
- Relevant administrative experience, ideally gained within a not-for-profit or development organisation
- Proven organisational skills, with the ability to juggle a wide range of responsibilities that may demand ongoing prioritisation
- Proven ability to work both autonomously and as part of a team
- Good interpersonal skills and the ability to build effective working relationships
- Strong written and oral communication skills in English, including an adaptable written style and excellent punctuation and grammar

- Strong numeracy skills, with good attention to detail – experience working with financial records would be an asset
- Strong IT skills, with sensitivity to the relevance of digital security in human rights work (the main tools we use are O365, Slack, Zoom, and Wordpress)
- Experience of philanthropy, either as a grant-maker or grant-seeker
- Permission to live and work in the UK

You will be:

- Comfortable working in a 'start-up' culture – flexible, with the capacity to learn quickly, and proactive in identifying new ways of working and process improvements
- Methodical with strong record keeping skills
- Committed to FICS' organisational values
- Committed to your own personal professional development

Desirable

- Educated to degree level, or otherwise able to demonstrate the capacity to deal sensitively and appropriately with complex issues
- Experience organising meetings and events
- Experience supporting grant-making processes
- Skills in a language other than English

Terms and conditions

Hours: This is a full-time role, although we would also consider offering the role as a job share or at 4 days/wk (0.8 FTE)

Salary: £26,000-30,000 pro rata, depending on experience

Terms: Permanent contract, subject to funding, with an eight-week probationary period

Benefits: We offer a range of benefits including 25 days' holiday plus bank holidays (pro rata). Global Dialogue contributes 6% to its workplace pension scheme, has a flexible working policy, and offers personal development leave.

Location: The FICS team works remotely and this role is home based. Once it is safe to do so, the successful candidate will be expected to be in London regularly for team meetings and other activities (up to 2-3 days per week) with occasional international travel.

Reporting to: Deputy Director, FICS

To apply

Please send an email to FICS@global-dialogue.org by 12pm GMT on 15 March 2021 with the phrase Programme Coordinator and your name in the subject line.

You should attach a CV and two-page cover letter setting out why you are interested in this role and how you meet the criteria set out in the person specification. Shortlisted candidates will be invited to interview online on 19 March 2021.

We are committed to the employment and career development of disabled people. We will make reasonable adjustments during the recruitment process and during employment. If you declare that you have a disability and meet the minimum criteria for the job we will offer an interview to give you the opportunity to demonstrate your abilities at an interview.

By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence required for each competency as well as meeting any of the qualifications, skills or experience defined as essential.

FICS is hosted by Global Dialogue, a registered charity (1122052) enabling innovative and collaborative philanthropy.

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