Position: Global Diversity Foundation (GDF) Programme Coordinator (4 days/week)

Working hours

This role is for 4 days per week. If you are working from a timezone that is different from the UK, you will need to be flexible to work within the rest of the team’s working hours (9am - 5pm UK time).

Salary and benefits

The salary rate starts at £29,870 per annum (pro rata for FTE) and is commensurate with non-London charity rates in the UK and dependent on the individual’s experience.

For UK-based employees, GDF offers a competitive benefit package that includes 25 days annual leave (plus all bank holidays and the week between Christmas and New Year’s when our offices are closed) and statutory parental leave. We also offer staff training days (7 days for FTE) and a modest training support fee.

Location

The role is fully remote, as GDF has no physical office space. We are ideally looking for a UK-based candidate, but will consider exceptional applicants from outside the UK. For candidates who do not reside in the UK, contracts and benefits differ.

About the role

Global Diversity Foundation works for the wellbeing of people and the planet, by supporting social and ecological justice projects at different levels and localities. We help ideate, innovate and incubate promising action for radical transformation.

We provide changemakers the resources they need to achieve sustainable social and environmental impact. These include financial support, opportunities for networking and learning, mentoring and the establishment of long-term field programmes.
GDF draws on a wealth of experience, drawn from long-term partnerships with communities to coordination of a vast international network. Our unique approach embraces complexity and co-creation, connecting the grassroots to the global.

GDF supports a network of people dedicated to social and ecological justice, healing and planetary wellbeing. With over 650 people, and representing 85 countries, our Global Environments Network (GEN) is home to artists, academics, activists, researchers, community-leaders, poets - and many more - who together represent an extraordinary diversity of backgrounds and experiences. One of our central goals is to help support and facilitate these individuals to address socio-environmental problems across scales, and to develop their vision and leadership in a network of peers.

This role is responsible for overseeing the implementation of all GEN activities as well as maintaining and building our strong Network through the five branches of our work. The Programme Coordinator proactively engages and communicates with the members of our Network of environmental changemakers with a view to (a) increasing the quality and impact of our support, (b) keeping them informed of how GEN can support and promote them, and (c) nourishing productive and life-changing collaborations among GEN members. The Programme Coordinator oversees and coordinates all GEN programme elements to ensure they are coherent with each other and working together as part of an integrated strategy. They also contribute to fundraising and strategic planning for the long-term sustainability of the Network. We are looking for a dynamic, independent, self-starting individual who thrives when given the responsibility to lead on tasks, processes and outputs.

Your responsibilities will include:

**Member engagement**

- Managing the GEN member database, including member updates and supporting GEN members to regularly update their profiles;
- Overseeing GEN Seed Projects, including the yearly call for applications; grant review; awards, contracts and disbursements, and Seed Project training;
- Leading on post GEN-event surveys, follow-up and evaluation - including compiling results, analysis and recommendations;
- Leading on the implementation of the GDF Member Impact Strategy;
- Enhancing existing - and creating new - systems for increasing engagement of members and managing member information;
- Managing the GEN membership application process;
- Supporting the management of GEN partnerships.

**Communications**

- Contributing to the implementation of GEN’s Communications Strategy and Impact Strategy;
- Dissemination and outreach regarding GEN offerings, to both our members and our wider community of support, in collaboration with the GDF Communications team;
- Supporting the Communications Team in harvesting content from members (including GEN stories, blog posts, podcast ideas, etc.), leading on editorial writing for GEN community communications, developing and curating blog posts, and contributing to GEN outreach (including curating GEN social media and website posts).

**Grant management, monitoring and reporting**

- Contributing updates about the GEN programme for GDF Annual Reports and Trustees Reports;
- Leading on grant report writing, with support from the GDF Programme Manager;
- Supporting the Programme Manager in liaising with donors about reporting timelines, budget adjustments and other grant-related communications.
Events

- Leading on logistics and coordination for in-person GEN-related events, including the Global Environments Summer Academy (GESa), Community Exchanges, and Toolkit retreats;
- Contributing to event programming and implementation based on your personal interests, skills and experience;
- Helping in the development, organisation, facilitation and technical management of online events, such as GEN In Conversation, the Community and Conservation Fellowship online series, ad hoc workshops and any other GEN events which emerge.

Our ideal candidate

- You resonate with and believe in our values, and are passionate about our purpose;
- You are a proactive, resourceful and dynamic initiative-taker;
- You have gained ample experience coordinating a network of people or organisations (preferably operating in different parts of the world) and have developed member-engagement strategies;
- You have experience in in-person and online event organisation (workshops, training, retreats, educational events, networking events, etc.);
- You are skilled in building and maintaining relationships and partnerships with different types of people and organisations;
- You can easily switch between multiple tasks, which may demand different states of mind, and are able to multitask effectively;
- You are proficient at managing your own time and working efficiently under minimal supervision;
- You are confident and skilled in written and oral English;
- You actively enjoy and thrive when working remotely and you have robust and positive experience with remote work;
- You are culturally sensitive and able to interact positively with people from different backgrounds and cultures from across the world.

Additional bonus points

- You have experience working in multicultural contexts and across time zones;
- You speak multiple languages, particularly French and Spanish;
- You are ideally located in the UK, although exceptional candidates who are not UK-based will be considered.

Expected education and experience

- Higher Education degree in a topic relevant to GDF’s work (the remit is broad: anthropology/sociology, natural sciences, political sciences and international relations, etc.)
- Minimum 3-5 years’ experience in a coordinator role in the non-profit sector;
- Minimum 1-3 years’ experience managing membership based networks (or similar).

How to apply

Please send applications to lorenza@global-diversity.org.

To apply, please submit your CV and a cover letter outlining why you want to work for GDF, how your profile suits the role and how your values and interests are a good fit for GDF. Applications without a cover letter will not be considered.

The deadline to apply is August 10th, but we will interview promising candidates on a rolling basis. We reserve the right to close applications early should we find the right candidate before the deadline.