



Role Description: Communications & Activities Coordinator

February 2021

In March 2021, inHive will be launching a new initiative: a global network of alumni leaders. The purpose of this network is to dismantle the inequalities facing young people around the world when it comes to accessing quality education and opportunities beyond, in order to lead safe, healthy, and fulfilling lives.

Currently, this global network is led by a steering committee, made up of passionate and dedicated network experts from around the world.

inHive is looking for someone with communications experience, to support the coordination of communications and activities for the global network in its first few months.

Contract: 2 days per week for 4 months (if further funding secured, possibility for extension and employment on a full-time basis). Must be available to work from 1 March 2021.

Salary: GBP 750/ c. USD 1,000 per month (£23,000 / \$30,000 pro rata) *If outside of the UK this will be on a consultancy basis.*

Location: Remote working, in a timezone within 5 hours of GMT. You must have the right to work wherever you are based.

Application process:

We actively welcome applications from those who have personal experience of marginalisation.

Please send a one-page cover letter and your CV to careers@inhiveglobal.org as application for this role. We also take a neurodivergent friendly approach to hiring so please let us know if you have a preferred method of applying beyond the submission of a CV and cover letter: we can be flexible and responsive to varying needs, preferences and abilities, and will treat any information you share with us with complete confidence.

Closing Date for Applications: Wednesday 17th February at 5pm UK time

Interviews: Monday 22nd / Tuesday 23rd February, remotely via Zoom

About Us

InHive is a specialist team of network builders, who work with school networks, non-governmental organisations, and governments to build communities of relatable role models for young people. We believe that alongside formal education, the inspiration, guidance, and opportunities we get from the people around us play a huge part in our life outcomes. And yet, whether we have access to networks like this usually depends on good luck rather than any formal structure. inHive works with partners around the world who, like us, want to change that.

Over the last five years, we've supported organisations and schools from South Africa, Rwanda, Uganda, Ghana, Pakistan, Australia, India and Sierra Leone to mobilise the advice, leadership and funds that already exist within their communities, in their former students or program participants. Former students or program participants are an incredible and largely untapped resource that every school or program has, but rarely are they tapping into it. Research suggests that there are over 500 million adults globally who would give back to their old schools or programs they were part of, if they were asked, and yet we estimate only 2% are currently doing so.

We've seen alumni support in many diverse and exciting ways -

- ❖ Girls who have dropped out in Rwanda return to school because former students have encouraged and supported them to do so.
- ❖ In Uganda and Ghana, former students support the school leadership as school governors.
- ❖ In Pakistan, former students have been telling students about their career pathways.
- ❖ Ministries of Education in India and Kenya are the first to mandate that schools keep in touch with former students to level the playing field.

To further the work of alumni networks everywhere, we are soon going to launch our **global network**. We are creating this new, inclusive network for managers, advisers, researchers, and funders of social change, social impact, and social justice-oriented alumni networks. This global network aims to enable members to:

- ❖ Share and access knowledge about network-building
- ❖ Find motivation, energy, and support
- ❖ Boost the recognition of alumni networks as drivers of social change
- ❖ Increase the impact of their networks

Core Responsibilities of the role

- ❖ Coordinating the internal and external communications of the global network, including writing and/ or coordinating blog articles and stories
- ❖ Designing relevant and engaging materials as part of the network's communications outreach
- ❖ Managing the storytelling approach for the network; proactively collecting stories from members, and sharing these to demonstrate impact

- ❖ Providing logistical support of the network's activities and events
- ❖ Implementing innovative ways to keep members engaged and energised, and balancing this with their available time
- ❖ Engaging with some of the network's members to ensure they feel supported, and that their feedback and actions are reaching the steering committee
- ❖ Ensuring the members who sign up to the global network are provided with the resources they need to engage with other members, or access the connections they need
- ❖ Support across other inHive priority areas as needed, including our broader communications strategy and partner consultancy projects.

Person Specification

- ❖ Some experience with coordinating and/ or managing communications
- ❖ Some online digital design experience
- ❖ Great written and verbal communicator – you're able to explain concepts and trends in a clear and digestible way to a range of people
- ❖ Brilliant with managing relationships with people from all around the world
- ❖ Highly organised and able to coordinate activities across a group of geographically dispersed people and organisations
- ❖ A keen interest in one or more of the following: global education, youth employment, gender equality and sustainable community development.
- ❖ Resourceful, pro-active, and passionate
- ❖ Ability to appreciate and actively consider different contexts
- ❖ A French speaker would be valuable, but not essential

You'll love this role if...

- ❖ You are passionate about supporting young people's life chances through innovation and collaboration
- ❖ You enjoy working with people and supporting their organisational vision
- ❖ You're a fantastic communicator
- ❖ You enjoy a start-up, agile working environment
- ❖ You are confident in working remotely, using technology and are able to self-motivate

If you have any questions about the role, please don't hesitate to get in touch with Senior Project Lead, Madeleine Harris, on careers@inhiveglobal.org