

PROGRAMME COORDINATOR

Young Adult Anglican Advocacy Programme

Join the Anglican Communion Office to establish the Young Adult Anglican Advocacy Programme - a hybrid training and mentoring scheme. The initiative will give selected young adults access to a year-long programme of online training modules, mentoring opportunities and in-person attendance at UN events, to equip them to advocate for social and political change in their own context and in line with their faith. The focus of this three-year role is to create a thriving alumni network who can work for change worldwide.

Responsibilities

Annually:

- Work with the Anglican Communion Advocacy team and other stakeholders, including the Public Engagement Team, to invite applications to the programme.
- Shortlist candidates and arrange interviews.
- Organise online training modules.
- Organise travel, accommodation and participation in UN events.
- Work with Anglican Communion Public Engagement team to share stories from the programme.
- Gather feedback through monitoring and evaluation systems.

In the first year:

- Work with stakeholders across the Anglican Communion to finalise teaching content.
- Liaise with civil society and church groups to ensure good coordination with their advocacy programmes.
- Establish simple monitoring and evaluation systems to gauge programme effectiveness.
- Develop recruitment, marketing and event attendance processes for first participants.

In the second year:

- Establish processes to ensure the programme runs smoothly on an annual basis.

In the third year:

- Arrange pattern of regular meetings for programme alumni.
- Work with stakeholders on programme development for future years.

Package

Person Specification

Essential:

- Passionate about the role of young people in advocacy and within churches.
- Experience of working with young adults.
- Experience of supporting logistics for major events.
- Experience of working cross-culturally or in international settings.
- Excellent organisational skills, including project management experience.
- Ability to work well with external stakeholders.
- Flexible and adaptable to evolving needs.
- Fluent in English.

Desirable:

- Experience in faith-based, not-for-profit or political settings.
- Experience of the impact of major issues of global injustice.
- Sensitivity to the aims of the Anglican Communion.
- Fluency in languages other than English.
- Openness to travel internationally if required.

LOCATION

St Andrew's House, 16 Tavistock Crescent, London, W11 1AP.

Based in Westbourne Park, the office is a short walk from Notting Hill's Portobello Road and around the corner to Westbourne Park underground station.

CONTRACT

Three years fixed term, 0.5 FTE.

17.5 hours per week (flexible across the week, with a weekly team meeting on Tuesday).

Line Manager: Director of International Advocacy for the Anglican Communion.

Salary: pro rata from £45,000 PA.

APPLICATION

For an informal conversation please contact:
Martha Jarvis, Director of International Advocacy for the Anglican Communion: Martha.Jarvis@anglicancommunion.org

Applicants should send a CV and a cover letter outlining their suitability for the role to: HR@anglicancommunion.org

Applications close at 5pm on 16 August.
Shortlisting will take place on 18 August, with interviews held on 25 August.