Job Description: Project Lead (Full Time)
December 2018

We are looking for a ‘Project Lead’ to join our small team to support the design, delivery and management of our global projects. You will be our third Project Lead and will have a unique opportunity to drive forward the development of our exciting global partnerships and be involved in the delivery of impactful work that very few other organisations are currently doing.

What we do
Future First Global is a UK registered charity working to support school networks, NGOs and governments to build communities of relatable role models for young people, all over the world. Over the last five years we have spoken to school leaders and teachers in over 30 countries, and over 90% of them have said that building strong alumni communities can be valuable. Global polling indicates that over 50% of adults would be willing to give back to their former schools, and yet currently only are 1% are doing so. We work to change that, by designing low-resource ways for schools and youth programmes to build networks of their former students or participants.

A few of the ways we’ve seen former students support their schools in the last 12 months are:

- **Role models**: female alumni in rural communities in Pakistan talk to girls about why it’s important to complete their education;
- **Supporting transitions**: groups of alumni visit students who have dropped out of school in Rwanda to encourage them to go back to school;
- **Mentoring**: former students provide academic and pastoral mentoring for students in Sierra Leone;
- **Teacher motivation**: former students in Rwanda show teachers and students how they use classroom skills and theory in their jobs.

Our ambition is to build a movement, so that in 10 years’ time, 10% of young people globally have access to role models, support and guidance from form students. We have three key areas of work to pursue this:

- **Advisory Services**: We work in partnership with organisations who have local contextual knowledge to build stronger alumni communities;
- **Advocacy**: We work to raise the profile of alumni engagement for schools and programmes serving young people globally;
- **Sharing and Learning**: To create a genuine global movement, we’re interested in fostering ongoing sharing and learning between our partners.

Our current partners include the Mastercard Foundation, CARE Foundation, Columba Leadership and Health Poverty Action. During 2018 we worked in Uganda, Rwanda, Kenya, Tanzania, Pakistan, South Africa and we have a pipeline of exciting projects lined up in 2019 in these countries, and more.

What you will do
As Project Lead you will spend most of your time working on

- **Partnership development**: Establishing strong and collaborative relationships with new partners. Supporting the development of proposals, mapping out budgets and identifying sources of funding.
- **Project research**: Working with our partners to learn about the context of a project, both locally and nationally. Developing an understanding of education and youth policy, political landscape and exploring a range of options for operationalising the development of a thriving alumni network.
- **Project co-design**: Delivering a creative and collaborative start to every project. Working closely in-country with our partners to map out how alumni could add value and how a community could be
supported and structured for maximum impact. Identifying what support a partner needs and how this might change or develop over a project’s life cycle.

- Partner coaching and support: Providing regular advice and support to partners, helping them troubleshoot problems and identify solutions. Bringing in knowledge and best practice from other projects and ensuring maximum possible impact and sustainability.
- Project evaluation: Conducting thorough mid and end evaluations of your projects. Identifying key learnings and best practice. Planning for scale up, where relevant or transition to sustainability. Sharing widely the knowledge and experience gained both internally and externally.
- Wider team support: We are a team of four and everyone is required to pitch in with developing the organisation, from administrative office duties through to strategy design.

Who are we looking for

- Project management experience: strong organisational skills and ability to set and manage your own workload are essential.
- Adaptable and confident communicator: your role will be almost entirely outward facing and so getting on with people and an enjoyment of building relationships is key. You will also be involved in communicating your work to a range of stakeholders both written and verbally.
- Community building experience: whilst you may not have specific experience of alumni community building, we think this role will be best suited to someone who has built or supported communities or networks, ideally within the youth or education sector.
- Independent thinker: we work with partners that often have limited resources. Whilst we have guidelines for how we work, each partner is different, and we want someone who can identify this and shape their support accordingly.
- Confident in cross cultural working: the success of our work depends on us being able to work effectively and collaboratively with overseas partners.
- Confident in overseas work / travel: for most of our partnerships we travel overseas to conduct feasibilities studies, support partners or conduct evaluations. Often this is done in pairs, but sometimes you will travel alone.
- Remote working: we work in a global team with team members travelling regularly and therefore we often work together remotely – using email, Zoom and Whatsapp to keep in touch. You will need to be independent and self-sufficient.
- Fundraising experience: the whole team is involved in some respects in fundraising and any prior experience is valuable, but not essential.
- Most importantly, be yourself: we’re looking for someone that is a good cultural fit, so it’s important we get a sense of who you are.

Our Offer

- Full time role for an initial 12 months
- £28-34,000 annual salary, depending on level of experience
- Access to employee pension scheme
- International travel for work projects – estimated 4-6 overseas trips per year
- Our HQ is in Islington, London, where you would be based, with some flexibility to work from home
- Successful candidate will need to have the right to work in the UK

Recruitment process

- If all the above excites you then please submit a copy of your CV (max 2 pages) and a tailored cover letter to careers@futurefirstglobal.org by midday on Wednesday 16th January 2019
- Successful candidates will be invited to a first round interview w/c 21st January 2019
- In person second round interviews will be held in London w/c 4th February 2019. Please let us know in your application if you would not be available for these dates
- We would be look for the successful candidate to start in mid to late March 2019
- If you would like to speak to one of our existing Project Leads about the role, please contact Stella McKenna at stella@futurefirstglobal.org