



Job title: Executive Officer, Watipa
Fixed term position to 31 December 2018, 0.2 FTE (equivalent one day a week)

About Watipa

Education is a human right; it should not be a privilege. Young people can be the change they want to see in the world. It's just that in many low-income countries, young leaders do not always have the means to continue with their education and reach their full potential.

We think that the most effective way for communities to develop is to enable more people to have access to education from within those communities so that they can develop to their potential and be the leaders of the change they want to see.

Watipa is a social enterprise, profits from providing ethical consultancy services are channelled into a youth development fund. We work to enable equal societies, just development, and better health for all. Our current clients include international bodies such as United Nations Agencies, as well as international and national civil society organisations. Revenue from the social enterprise and public fundraising has established a scholarship and mentorship programme – we support 45 young leaders in 9 countries (Ghana, Malawi, South Africa, Tanzania, Uganda, Democratic Republic of Congo, Nepal, Zambia and Kenya). The scholarships enable young people to finish secondary school or to do a first degree or diploma in a subject of their choice. The key criteria for the scholarships is that they are for young people under the age of 25, who would not otherwise be able to continue in their education, and who have a demonstrated passion and commitment to using the benefits of their education to develop and advance human rights in their communities in the future.

Watipa was founded in 2016 and is built on the insights and commitment of nine inspirational women in Malawi, South Africa, Australia, the United Kingdom and Lebanon. We are guided by an equally diverse and visionary Board of Trustees and Advisory Group, and a quarter of our Board are young people. We have a sister organisation, Mwatipasa, in Malawi. Watipa is a registered Charitable Incorporated Organisation (CIO) (1173178) and Community Interest Company (CIC) (10226833) in England and Wales.

Role Purpose

We are looking for a dynamic, responsible, compassionate, good communicator to join our team.

The purpose of the Executive Officer role is to coordinate the scholarship review, award and administrative process and to lead Watipa's public relations profile on social media.

In 2017, the sheer volume of applicants we received indicates that our scholarship model taps into an unmet need for aspiring young leaders in low-income countries. The scholarships we provide are flexible, meaning that they cater for young people already part way through their studies or those just starting out. We need the help of a professional, responsible, visionary and hard-working Executive Officer to administer this scholarship programme – so that it grows from strength to strength and provide more life-changing educational opportunities for disadvantaged young people around the world.

Management Structure

The Executive Officer will report to the CEO, Lucy Stackpool-Moore.

The role does not have direct line-management responsibility, however contract management and liaison with consultants, scholars and sub-contractors is part of the day-to-day responsibilities of the role.

In the role you will be working closely with the Board of Trustees, Advisors, and Watipa scholars and applicants around the world.

Key Duties and Responsibilities

1. Coordinate the scholarship review, award and administrative process

Responsibilities include communicating regularly with Watipa scholars, overseeing the annual review and renewal process, and coordinating the application and award process for new scholarships to be awarded in 2018.

2. Lead Watipa's public relations engagement and profile on social media

Responsibilities include writing and proof reading content for the Watipa website, generating creative content for social media campaigns on Facebook, Instagram and Twitter as well as maintaining those accounts, developing a social media strategy to support public relations and fundraising, and working with the CEO to create and disseminate a bi-monthly newsletter.

3. Oversee the next crowd based fundraising campaign to boost support for the Watipa scholarships

Responsibilities include developing a crowd and public facing fundraising strategy and campaign using online and other communications approaches and implementing that strategy.

Key performance indicators and measures will be finalised and agreed between the CEO and the Executive Officer once in the role.

How to apply

Watipa is committed to inclusion and diversity. We are an equal opportunities employer.

The Executive Officer role is a fixed term appointment to 31 December 2018, at 0.2 FTE / one day per week equivalent. There is an opportunity for the role to extend beyond 2018, funding dependent. It is possible to divide the role into two half days. The salary or day rate is negotiable, within the limits of funds available. Only candidates with the right to work in the UK will be considered for this role. Flexible and home-based working can be agreed. Some of the work will be done at Watipa's Offices in Kentish Town, London. In the future, other opportunities are likely to become available for candidates wishing to work with Watipa who are based outside the UK.

To apply, please send a covering letter outlining your suitability for the role, motivation for working with Watipa and expected remuneration, and your Curriculum Vitae, via email to watipa.cic@gmail.com.

The deadline for applications is midnight (23:59 BST), Monday 7 May 2018.

Only shortlisted candidates will be contacted. Interviews for shortlisted candidates will be held either in person or over Skype on Thursday 10th and Friday 11th May.

Thank you for your interest in Watipa. Please subscribe to our newsletter and follow us on social media for information about other opportunities in the future.

Person Specification: What you need to be able to perform well in this role		
Criteria	Description	Essential/ Desirable
Experience	<ul style="list-style-type: none"> ● 2 years professional experience in international development, communications and/or public relations; or an equivalent track record of comparable responsibilities in another professional post ● Proven track record in project management and/or administration ● At least one example of a successful social media and/or other communications campaign 	Essential Essential Essential
Skills	<ul style="list-style-type: none"> ● Attentive to detail ● Able to communicate across cultures ● Effective at time management ● Initiative-taking and a good team player ● Well organised ● Responsible for managing contracts and invoicing ● An outstanding administrator 	Essential Essential Essential Essential Desirable Essential
Qualifications	<ul style="list-style-type: none"> ● Degree in international development, communications and/or public relations ● Equivalent work experience in international development, communications and/or public relations ● Equivalent life experience in international development, communications and/or public relations 	Desirable Desirable Desirable
Behaviours	<p>In working with Watipa, you will demonstrate that you are:</p> <p>Intelligent and lateral thinking</p> <ul style="list-style-type: none"> ● Imaginative and creative ● Inquisitive ● Solution oriented with a problem solving mind-set <p>Motivated and passionate about social justice</p> <ul style="list-style-type: none"> ● Respectful ● Initiative taking and <p>Someone who gets things done</p> <ul style="list-style-type: none"> ● Organised and an excellent planner ● Collaborative and a team player ● Adaptable and flexible to respond to evolving priorities ● Determined and persistent in completing tasks to a high standard ● Reliable <p>An ambassador for the values of Watipa</p> <ul style="list-style-type: none"> ● Aligned with the core vision and values of Watipa ● Working to promote the best interests of Watipa <p>Open minded and embracing a culture of learning</p> <ul style="list-style-type: none"> ● Honest about and learn from mistakes ● Someone who learns from, listens to, and seeks input from others 	Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential