
Network Development Coordinator – Job Description



About the role

As Network Development Coordinator you will play an essential part in [building INTRAC's network](#). This involves a range of duties to enable our [network offer](#), focused on four broad areas:

- Coordinating a range of learning activity, exchange and community building
- Gathering insight, evidence, collective analysis for marketing and influencing
- Coordinating professional development support
- Brokering relationships and supporting consultancy opportunities

We are looking for a versatile and dynamic individual, passionate about connecting, working with and learning from people across different contexts, committed to equality, diversity and inclusion. You will have experience working with or as part of networks and can demonstrate experience in building relationships, bringing people together to share perspectives and learn online. You should enjoy gathering and analysing information and telling impactful stories. You should have an interest in supporting civil society, social justice, and have energy and an eye for detail.

In return we offer a competitive salary and benefits package, and the opportunity to work with an ethical and values-based non-for-profit organisation focused on positive social change.

About us

[INTRAC](#) exists to promote positive social change. We do this by strengthening the wider ecosystems of civil society support and also by supporting civil society organisations themselves. Through our collaborations we intend that these organisations can develop, engage with others, and do what they want to do, better. We have a global network of consultants delivering [ethical and values-driven consultancy](#) in areas such as organisational change and MEL. We also have a well-regarded training service offering open and in house training.

Our new strategy focuses on strengthening civil society ecosystems, rooted in local culture, methods, practices and knowledge bases, and connected to global learning and debate to enable further sense-making and collective action to change how civil society is supported. We intend that ethical and values-driven consultants are catalysed and connected across the globe: active in their own contexts and providing locally rooted, globally connected civil society support.

The network will provide platforms for consultants to come together and weave connections with likeminded practitioners. Dynamic spaces will enable them to hear and learn from each other, to mentor and continue to develop their own practice. A focus is to understand the realities of being a consultant: the challenges, opportunities, and trends within civil society support ecosystems. We will

explore what it means for core areas of our work – MEL, organisational development etc – to shift power, be antiracist, feminist and decolonial in practice. The network will also share and carry out consultancy opportunities, aligned with our ethical and values-driven framing. Through different perspectives and experiences, we intend to influence policy and practice.

We are at the start of an ambitious journey to build our network. The Network Development Coordinator is a crucial role to help us realise our ambition to be more network-led and enable our network offer.

Location

Remote, with occasional together days and team meetings in person.

Reporting to

Director of Consultancy and Network

Salary

£27,000 - £30,000 depending on skills and experience, plus 5% employer pension contribution to INTRAC's company pension scheme.

Contract – hours/days per week

Fixed term for 12 months with likely extension, full time, 37.5 hours a week. 0.8 FTE will be considered. We are happy to explore secondment or hosting arrangements with likeminded organisations, in the UK or internationally.

Key responsibilities

Community building, learning and exchange (35%)

- Take a lead role in building the network community, responding and adapting to emergent ideas, approaches, feedback from network members and other actors
- Regularly connect with network members from all over the world, to hear what they're working on and interested in, what the reality of being a consultant in their context is, what the challenges and opportunities are, and their thoughts about network community
- Support network members to self-organise and take a leading role in learning, exchange and community building activity enabling spaces to exchange, learn from peers, and weave connections
- Work closely with our thematic clusters to coordinate and monitor a range of learning activities among network members
- Work closely with the Communications and Marketing Officer to maintain the INTRAC network platform, monitoring, moderating, and inputting to notice boards and chats, maintaining and posting network profiles to support connections and relationships
- Map and explore other networks that we can learn from and connect with
- Provide a point of contact for network members for day-to-day queries

- Manage and maintain an up-to-date database of network members
- Help onboard and offboard network members.

Gathering insight, evidence, collective analysis for strategy, marketing and influencing (30%)

- Set up systems and process to track members' engagement and build an evidence base of members' interests, needs, opportunities, to help us test and learn from the network and inform our network community building
- Coordinating evidence and learning in relation to network aspects of INTRAC's 'test and learn' framework
- Analyse and summarise information gathered through interaction with network members and feedback to the network, staff, and externally through a range of resources/media, to:
 - Feed into MEL, OD, Research, Training, and Business Development strategy
 - Support marketing and influencing through short stories, blogs etc
 - Feed into the network learning, professional development, influencing offers and strategy
 - Help improve network systems and processes

Coordinating professional development support (20%)

- Work closely with the training team and staff consultants to coordinate and produce a range of professional development support for network members. This includes:
 - Coordinating training and mentoring programmes for the network, within the framing of our established [Consultants for Change](#) approach
 - Brokering and supporting relations between network consultants, as part of our network mentoring offer
 - Helping to market and connect network members to our open training opportunities

Brokering relationships and supporting consultancy opportunities (10%)

- Work closely with the Business Development Manager and Business Development and Consultancies Coordinator to:
 - Share experiences of network members and feedback learning from network members' needs and expectations to improve consultancy and network processes and systems
 - Help identify suitable candidates and broker connections among network and staff for possible consultancies
 - Help share and maintain consultancy information on the network platform

Organisational support (5%)

- Coordinate Network Steering Committee quarterly meetings
- Take part in internal working groups, Together Days and learning activities

Qualifications, competencies and experience – essential (E) desirable (D)

- Experience working in a network hub, secretariat, or coordinating body (E)
- Experience working remotely, with people online from a range of contexts / geographies (E)
- Commitment to EDI, antiracism and shifting power in development work (E)
- Experience coordinating learning and engagement activities, online (E)
- Experience gathering qualitative evidence, analysing, summarising and sharing in impactful ways (E)
- Organisational skills and ability to manage a range of tasks at the same time with competing deadlines (E)
- Communications and interpersonal skills (E)
- Enjoy meeting people and telling their stories (E)
- Understanding of and interest in international development and the role of civil society (E)
- Experience with MOODLE and content management systems (D)
- Experience with Salesforce (D)
- A second language (French, Spanish, Arabic) (D)
- Strong numeracy skills, confident analysing data (D)
- Experience of digital communications and marketing (e.g. writing web copy, social media) (D)

How to apply

Application deadline: Midnight (UK time) Monday 15th April.

Interview date: Likely w/c 22nd April.

Eligibility Our long-term aspiration is to have staff members located across the globe, however, currently we can only directly employ people based in the UK, with a right to work in the UK. However, we are happy to explore secondment or hosting arrangements with likeminded organisations, in the UK or internationally.

We are actively encouraging racialised minorities, people with disabilities, people with caring responsibilities, people from low socioeconomic backgrounds, to apply. This is because these groups are under-represented within our teams, and we recognise and value the contributions members of these groups make to strong, creative and high performing teams.

To apply, please download the application documents available on our website: www.intrac.org. Please submit a full application form, the equal opportunities form, your CV, and a cover letter of no more than 500 words, explaining why you believe that you are the best candidate for this role. Please send your completed application to info@intrac.org.

Please note: only complete applications that arrive on time will be considered. Due to limited resources, INTRAC will only be able to contact candidates that have been selected for interview.