



Programme and Content Coordinator

Location: The team tends to be based in London when working from an office, however we welcome applications from outside London and are open to options for remote working.

Salary: £25,000 (pro-rata)

Start date: April 2021

End Date: April 2022

Hours: 16 - 24 hours per week.

This is a part-time role and we are open to applications for either 2 or 3 days per week. As TWT is a grassroots, volunteer led organisation, you may be required to work some evenings and weekends.

Depending on funding, there may be opportunity to work up to 5 days per week between June and September. This is flexible and once appointed an exact work plan can be agreed. You will need to be available to be in Brighton from the 22nd September to the 30th of September for the festival.

This contract is for 1 year and extension is dependent on funding.

Application process:

Please send an email to join@theworldtransformed.org with 'Programme and Content Coordinator' in the subject line. This email should include:

- 1) Your CV
- 2) Please answer the following two questions in 1000 words (total) or less:
 - Why are you suitable for this role?
 - Why do you think The World Transformed is important?

Application deadline: 28th March, midday

Interviews will take place between week commencing 5th April

About the role:

The Programming & Content Coordinator will lead on ensuring TWT has a year-round strategy for content generation. From overseeing the festival programme process, to coordinating development of TWT's educational courses, to supporting local Transformed groups with their content development, this Coordinator will ensure TWT is organising high quality and effective political education initiatives throughout the year.

Key responsibilities:

- Work with other staff, Steering Group members and relevant Working Groups to develop a year-round content strategy for TWT and oversee its implementation
- Oversee and coordinate content-based TWT projects (such as educational courses) in collaboration with relevant Working Groups, project teams and staff
- Lead on coordinating the festival programme, including working with relevant Working Groups to develop yearly participatory processes for developing the festival programme vision and themes and then coordinating teams to develop content
- Work with key stakeholders, partners and relevant teams within TWT to develop, pilot and establish innovative forms of political education
- In collaboration with the Network Development Coordinator, work with political educators within the TWT community (such as local Transformed groups) and support them to collaboratively develop content which aligns with TWT's content strategy
- Support TWT Organisers and other volunteers to get involved in content-focused areas of TWT's work.
- Coordinate with the TWT research team and act on the findings of TWT's political education research project to embed better pedagogical approaches within TWT and its wider community
- Work with the Digital Comms Coordinator to coordinate the production of resources from programmed TWT content and the running of online events aimed at driving up email sign-ups and donations
- Manage and maintain TWT's Resource Hub

Key skills and experience:

- Experience of organising events, workshops and/or other educational content.
 - Strong understanding of socialist ideas and strategy, including knowledge of the labour movement and social movements.
 - Familiarity with and/or willingness to learn about critical and innovative pedagogy, including integrating arts and culture into events
-

-
- Experience in project management
 - Experience working with volunteers
 - Ability to prioritise tasks and manage your own workload
 - A commitment to the aims and objectives of The World Transformed, including a firm commitment to equal opportunities and diversity

Desirable skills and experience:

- Previous engagement with TWT projects
- Well-networked with contacts across socialist and progressive politics
- Links with/contacts in progressive movements outside of the UK

Other information:

We're committed to providing equal opportunities for everyone and doing what we can to address the under-representation of people from certain backgrounds. As such, we especially welcome applications from Black, Asian and minority ethnic people; people with disabilities; people who identify as LGTBQIA; and people from working class backgrounds. A university education is not a requirement for this position. *In order to help us uphold our commitment to equal opportunities, diversity and inclusion, please consider downloading and filling out this [optional form](#) and send it to join@theworldtransformed.org.*

Applications from across the country will be accepted, but as we are based in London it will be necessary for you to travel to London regularly. This is something we can discuss further at interview stage but if you have any questions you would like answered prior to submitting your application, please feel free to email us.

If you have any questions, please email join@theworldtransformed.org

Anything you ask in these circumstances will not be considered in relation to your application, so fire away!
