

Person Profile

This section details the knowledge, skills and experience we require for the role.

Education & qualifications	<ul style="list-style-type: none">• A good first degree in Law, Social Sciences, Public Policy, Environment, Development Studies, Education, Data Management or a relevant discipline is required.• A good law masters-level or doctoral degree, or equivalent professional qualifications and experience, is desirable.• A strong interest in sustainable development law and policy, and international education and capacity building.
Specialist knowledge & skills	<ul style="list-style-type: none">• An excellent background in development and management of online courses, training and networking opportunities, learner engagement, social media engagement and partnerships.• A good understanding of law and public policy-making processes, either from studies, academic knowledge or professional experience.• Excellent management skills for filming and video-editing, hosting seminars and international events, leading online education, responding promptly (and training others to respond promptly) to requests, monitoring and evaluation, reporting and other aspects of programme support.
Interpersonal & communication skills	<ul style="list-style-type: none">• Excellent organisational, time-management and calendar/scheduling skills, with executive assistance or chief of staff experience an asset.• Proven self-starter, with an ability to work independently, and ability to work well in teams with flexible, remote schedules and working hours, across diverse cultures, access to technology and educational backgrounds.• Ability to communicate effectively both orally and in writing at an appropriate level, to write accessible prose and to edit videos (especially teaching videos) for diverse audiences.• Ability to lead and manage curriculum design, piloting, coordination and dissemination of courses using online platforms, also online and international events, learning opportunities and networks.• Ability to budget, manage finances and meet financial and other reporting requirements.