

# Job Description Manager (M2)



**Job Title / Manager (M2)**

**Location / London**

**Contract Length / 12-month full-time fixed-term contract / with potential for renewal**

**Start Date / ASAP**

**Salary / £50,000 - £60,000 / (depending on experience) multiple roles being hired in this band**

## About Moonshot CVE

Moonshot CVE is a social enterprise which specialises in countering violent extremism (CVE) across the globe. We use data-proven techniques to ensure our clients respond to violent extremism effectively. Our work ranges from targeted intervention programmes, software development and digital capacity building, to leading global counter-messaging campaigns, and monitoring and evaluation. We currently operate in more than 28 countries across different forms of violent extremism, misinformation, and other public safety issues.

## We do this through

- Finding new ways to reach individuals at risk of involvement in violent extremism.
- Working across different violent extremist ideologies.
- Collaborating with partners and working for clients including governments, NGOs and private sector organisations from across the globe.
- Building a multifaceted team with a diversity of backgrounds, both professional and academic, including international development, policing, communications, psychology, data science and software engineering.
- Investing in research and development of new technologies and methodologies to counter extremism.

## Working with Moonshot CVE

We're growing quickly, have big ambitions, and high expectations of our staff. Our dedication to finding effective responses to violent extremism and leading innovation in the field means that our work environment is fast-paced, dynamic and creative. We match this by offering our staff access to a range of learning and development options, scope to advance personal subject-matter expertise, and opportunities for career progression.

## Working with Moonshot CVE

**Our shared sense of purpose /** working as a team to find new solutions to global challenges.

**Personal development opportunities /** a chance to learn new things and get even better at what you already do.

**Our ideas-driven culture /** opportunities to work with creativity and autonomy whatever your position in our organisation.

**The diversity of thought /** working with staff from a wide range of personal and professional backgrounds.

**Open and collaborative working /** being part of a team who support each other to achieve great results.

## About the role

Moonshot CVE is currently recruiting a number of Managers as part of new programmes of work. Managers will be responsible for project management, team management and client management for multiple projects covering one or more of a range of thematic areas including: social media and press monitoring, independent or third-party program monitoring and evaluation, as well as CVE campaigns and interventions. In addition, all Managers are expected to advance our methodologies and business development opportunities.

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## Your responsibilities will include

- Management of multiple projects, including ensuring delivery within agreed timeframes and budgets.
- Managing key relationships with clients, partner organisations and other stakeholders.
- Identification and management of project risks.
- Leading a medium to large-sized project team.
- Overseeing analysis of diverse forms of data, including social media metrics, surveys, polling, interviews, violent extremist material and data gathered by our in-house specialist software.
- Sharing and developing subject matter expertise across the organisation, whether based on violent extremist movements, communication dynamics, regional knowledge, professional or academic background.
- Developing new methodologies to track and challenge violent extremism, misinformation, and other public safety issues.
- Proactively identifying and leading on new opportunities for business development and building relationships with clients and partner organisations.
- International travel to project delivery locations (the majority of work will be conducted from our London office).
- Supporting our organisational development, through contributing to relevant policies or processes.

## Requirements

- Extensive experience leading projects covering one or more of the following topics: social media and press monitoring, digital communications campaigns, monitoring and evaluation, capacity building, interventions.
- Experience managing medium to large-sized project teams and client management.
- A deep interest in countering violent extremism, demonstrated through extensive relevant professional or research experience.
- Extensive experience of outreach and building stakeholder relationships.
- A strong ability to source, interpret and analyse both quantitative and qualitative data, particularly social media or digital marketing data.
- Demonstrable ability to work under pressure, taking action and getting things done, both in managing your own workload and that of others.
- Inquisitiveness and adaptability, particularly in relation to new technology and the use of social media for research.
- Excellent written, verbal and interpersonal communication skills.

*In addition, we require and will check on candidates' eligibility to work in the UK and DBS checks. Candidates will be expected to undertake any relevant security clearance procedures per the needs of clients.*

## Desirable

- Demonstrable experience with digital marketing on traditional and emerging media and social media platforms.
- Specialist qualitative skills, including: survey and polling development, interview and focus group discussion guides, and interpreting qualitative data.
- Specialist quantitative skills, including: database management (SQL), multivariate regression, Python, Tableau visualization or other data analysis toolsets.
- Monitoring and evaluation expertise, including experience developing monitoring and evaluation frameworks, theories of change, logframes, setting relevant key performance indicators, measuring return on investment, and data gathering methodologies.
- Advanced analysis of a wide range of traditional and non-traditional digital platforms.
- Specialist knowledge of violent extremism, gender based violence, serious organised crime, misinformation, and other online harms in a UK context.
- Experience of work based in developing nations or conflict-affected contexts including the Balkans, Southeast Asia, and Africa.
- Fluency in languages other than English, in particular, French, Arabic, Albanian, Bahasa Indonesian, Bangla, Dhivehi, Hindi, Macedonian, Russian, Sinhala.

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## Benefits Package

- Individually tailored training and skills development package.
- 30 days' paid leave per annum.
- Private healthcare package, including coverage for partners and children.
- Generous maternity and paternity package.

## Application Process

Please apply for this role here with a CV and cover letter. Your cover letter should not exceed two pages and must answer the following questions:

**Why do you want to work for Moonshot CVE?**

**How do you meet the requirements of this role?**

**Click to apply**