Role: Policy Coordinator
Duration: Minimum 6 months
Hours: 2-5 hours per week
Type: Voluntary

What are we looking for?

• The organisational skills to co-ordinate groups based in a variety of international settings with whom NCDFREE are collaborating with to implement projects to reduce sugar consumption in workplaces.
• Versatile, open minded team player who is willing to go that extra mile in working flexible hours across time zones.
• Strong communicator who is willing to receive and provide mentorship to the leaders of tomorrow.
• Fluent in English and hold (or in the process of finishing) a Masters degree in public/global health, communications, environmental science, sustainability, or other relevant course.

What do we expect from you?

• Curating creative input into the design of current policy implementation projects.
• Develop and maintain a collaborative working relationship with the Global Policy Coordinator on policy projects and areas for development.
• Maintain existing and develop new relationships in the aim of promoting the policy work of NCDFREE and exploring opportunities of cross collaboration.
• Contribute to the NCDFREE Global Team in providing regular input on Slack and attending monthly meetings.
• Maintain frequent lines of communication to each policy implementation partner through email, messaging platforms (such as Slack) and video calling where required, to troubleshoot any issues with project implementation.
• Be professional, organised, sociable and friendly.

What can you expect from us?

• Become part of a dynamic, innovative international team leading a youth led start up striving for social change on the global level.
• A flexible online working environment and scope to tailor role.
• Share your voice, develop new and existing skills, and enhance your employability on a well respected innovative international platform.
• Connect with NCDFREE mentors and leading global health stakeholders in health, academia, art, technology, communications, law, marketing and more.
• Access to established leaders (individuals & organisations) in the global health space.

Application deadline is April 2nd, 2018, however we reserve the right to close the position before the deadline if a suitable candidate is found. To apply, send CV and cover letter in English to hello@ncdfree.org. If you have any questions, please contact jack@ncdfree.org.