



Terms of Reference

Outreach and Networking Assistant

Position: Outreach and Networking Assistant

Reports to: Manifesto Programme Lead with additional support to other SFF programmes as needed

Working Hours: Full-time (32 hours per week, 4 days per week)

Location: Remote

Salary: USD 1,600 per month

Contract Duration: 1 year (with the possibility of extension based on performance and funding availability)

About South Feminist Futures

South Feminist Futures is committed to building transnational solidarity between feminists across the Global South to shape collective visions and agendas for action for the future based on our shared experiences, our rich history of feminist theorising and reimagining and our determination to sustain, expand and entrench the gains of our struggles.

Inclusivity Statement:

South Feminist Futures (SFF) is committed to fostering a diverse and equitable workplace. We strongly encourage applications from women, non-binary individuals, and transgender women and men. We believe that diverse experiences and perspectives are essential to achieving our mission and creating a welcoming environment for all.

Job Overview:

The Outreach and Networking Assistant plays a key role in supporting the Manifesto programme and other South Feminist Futures (SFF) initiatives by building and maintaining relationships with partners, collaborators, and audiences. This role involves coordinating public consultations, managing communications materials, organising events, and supporting broader outreach efforts. The position requires strong interpersonal skills, project management abilities, and a deep commitment to advancing feminist agendas in the Global



South.

Key Responsibilities:

Manifesto Programme Support :

- Manage participant databases, partner organisations, and key contacts to streamline collaboration efforts.
- Assist in the development and dissemination of inclusive and accessible communications materials.
- Organise and facilitate multilingual workshops, webinars, and events related to the Manifesto.
- Engage with feminist activists, organisations, and movements to foster relationships and promote the Manifesto.
- Develop content for social media channels to increase visibility and community engagement.
- Monitor and document the Manifesto's impact and progress, compiling learnings to inform future strategies.

Administrative and Coordination Tasks:

- Maintain organised records and files related to outreach and networking activities.
- Assist in preparing reports, updates, and presentations on outreach and networking efforts.
- Coordinate with external contractors (e.g., translators, interpreters, graphic designers) to ensure timely and quality delivery of services.

General SFF Programme Support :

- Provide outreach and networking support to other SFF programmes, including Political Education, Knowledge Base, and Communications.
- Assist in identifying and engaging potential partners and collaborators for SFF programmes.
- Contribute to the development and implementation of outreach strategies across SFF programmes.

Qualifications and Skills:

- Bachelor's degree in a relevant social sciences or humanities field



- At least 2 years of experience in outreach, networking, or community engagement, or equivalent experience.
- Strong interpersonal and communication skills with the ability to build relationships with diverse stakeholders.
- Excellent organisational and project management skills.
- Proficiency in Microsoft Office, Canva, MailChimp, Zoom and online collaboration tools.
- Familiarity with social media platforms and digital outreach strategies.
- Fluency in English; proficiency in additional languages relevant to the Global South is advantageous.
- Experience with content management systems, particularly WordPress, is desirable.
- Commitment to feminist principles, intersectionality, and decolonial approaches.

Application Procedures

Interested candidates should submit their application [here](#), including a resume and cover letter, detailing their qualifications and experience relevant to the role. All applications must be submitted through our online portal by 1st November 2024 by 23H50 GMT time zone

Closing Date: 1st November 2024 by 23H50 GMT time zone

Please note that only shortlisted candidates will be contacted for further steps in the selection process. South Feminist Futures (SFF) reserves the right to withdraw the terms of reference or close the application process at any time without prior notice.

Thank you for your interest in joining our team. We look forward to reviewing your application.