

## CAPOEIRA4REFUGEES (C4R) – JOB DESCRIPTION

<b>Title:</b>	Policy Developer/ Copywriter (Pro Bono Consultant)
<b>Who we are:</b>	Capoeira4Refugees develops a Changemakers Platform to support local initiatives. We have a long history of localising projects but also know how difficult it is – as a small initiative, to meet the demand or administration and reporting. We developed FrontlineAid initiative which is user centred to help small initiatives and other organisations to adopt our model through. For further information see <a href="https://twentythirty.com/how-to-achieve-localization-in-the-aid-sector/">https://twentythirty.com/how-to-achieve-localization-in-the-aid-sector/</a>
<b>Job details:</b>	Minimum 40 hours Location can be internationally but preferably in Berlin Starting ASAP

### Role Overview:

FrontlineAid - get rid of Red Tape in the development sector (localising aid)

"As long as it's easier to give a million dollars to one large organisation than \$10,000 to 10,000 organisations, local initiatives will keep struggling every day to survive. - we want to change this! The purpose of this call is to find help to develop guidelines and manuals that are user centred.

### Main Responsibilities:

- Review Policies and Guidelines from Capoeira4Refugees and update terminology to FrontlineAid focussing on social entrepreneurship.
- Research user centred best practices and adopt them to the Guidelines.
- Project manage and restructure/update Manuals
- Interview Programme Team and, liaise with various teams in the organisation to collect needed data and narrative information
- Create infographics Manage and build a network of support based on current donors and potential donors

### Competences/Skills required:

#### Essential:

- Excellent writing and editing skills in English
- Copywriting / editing experience
- Computer Skills including comfortable with word, excel (for budgeting) and using/managing databases
- Experience in research
- Experience in international development/the third sector
- Strong presentation and communication skills
- Hands on, motivated and full of ideas
- Experience of working in multi-cultural teams
- Strong self-management and time-management skills

#### Preferred:

- Experience in design, especially infographics
- Experience in developing scrips for Video tutorials
- Experience in producing Video Tutorials
- Understanding of sport for peace context
- Experience in managing volunteers
- Experience with Project Management and/or line managing staff

### We offer:

An interesting and inspiring position in a small intercultural team, in which you can take on a lot of responsibility and become creative, but are also closely mentored and supported if needed. We are more than happy to equip committed team members with a letter of recommendation. At the same time, you have the unique chance to support an amazing project and do some good!

You will receive the unique opportunity to build the following skills:

- Learning how to develop a grassroots charity organization working in conflict zones
- Understanding of how the development sector works
- Familiarisation with NGOs and creating senior level contacts in the International NGO/development community
- Receiving insights into the fundraising of a small charity.

**If you are interested:** Please send a short cover letter explaining why you think you would make the perfect fit for this position and our team, along with your CV to our Founder Tarek Alsaleh. Please feel free to also get in touch if you want to know more about the position or have any questions. Looking forward to hearing from you!

Tarek Alsaleh

[tarek@capoeira4refugees.org](mailto:tarek@capoeira4refugees.org)

