



# Community Engagement Associate

## Key details

- **Salary:** Benchmarked against our UK-based compensation framework at GBP 35,000 - 45,000 dependent on experience. The offer will then be adjusted to reflect national market rates.
- **Hours:** Full time, 37.5 hours a week but flexible working will be considered, including a four-day week.
- **Annual leave:** 26 days entitlement plus the public holidays of your country of residence.
- **Location:** Home-based, remote working. Flexible work location up to +5/-7 UTC with regular virtual team meetings and in-person sessions. Applicants must have the right to work in their country of residence as we cannot provide work visas for any country.
- **Contract type:** Permanent employee for those with the legal right to work in the UK; self-employed contractor for all other countries.
- **Reports to:** Community Engagement Manager. No direct reports.

## About Open Ownership

Open Ownership is driving the global shift towards transparency over who owns and controls companies, known as beneficial ownership transparency (BOT). We are working to create a world where governments, businesses, and citizens can readily access and effectively use accurate, complete, and high-quality evidence and information on the true owners of companies, not only to achieve transparency but to reduce key global and national risks such as corruption and tax evasion, and create a more sustainable business environment.

To achieve this, our team of implementation, technology, policy, and research experts:

- Provides technical assistance to implement beneficial ownership transparency reforms;
- Builds technology and capacity to use beneficial ownership data; and
- Conducts research and advocates to shape global policy and practice.

We are a remote organisation with a growing global team of individuals based in Argentina, the Netherlands, Nigeria, the Philippines, South Africa, and Zambia, as well as the United Kingdom (UK) where currently 50% of the organisation is based.

We offer a fast-paced environment with an emphasis on agility and flexibility. People who enjoy learning and variety in their work will be particularly well-suited for our team. Although home-based, our full remote team does meet in-person at least once a year (restrictions allowing).

## Purpose of the post

This new post is aimed at supporting OO's engagement with beneficial ownership (BO) stakeholders and data users worldwide. OO has plans to increase the delivery of tailored in-person and virtual workshops and training. We want to improve data disclosure internationally, and increase the use of public BO registers. Working closely with the Community Engagement Manager and colleagues throughout the organisation, the post-holder will organise and support the delivery of technical capacity-building projects and activities across OO's programmes of work.

This position will be central to the delivery of impactful workshops and training activities which will showcase OO's policy positions and technology tools. It will include regular international travel to deliver and support these activities. We want to encourage data users to carry out investigations using beneficial ownership data from national and international data sources. You will be responsible for liaising with the different teams within OO to gather inputs, collaborating in the preparation of materials and useful resources, and managing logistics and administrative work related to the workshops and training sessions.

With the support of colleagues, you will work with data users to participate in research projects and collaborate with OO on the development of impact stories. You will also support the OO team to gather insights and learning from training sessions, workshops, and other engagements. This goes beyond standard monitoring, evaluation, and learning (MEL) and feeds directly into shaping Open Ownership's policy, research, and advocacy work.

## Background

We know that working closely with country-based stakeholders around the world can help identify impact stories, and demonstrate the importance of effectively implementing beneficial ownership transparency. An important strand of our data engagement work for the 2022-2025 period will be carried out within our Opening Extractives programme. This five-year programme, delivered jointly by OO and the Extractive Industries Transparency Initiative (EITI), is now in its third year. The main objective for 2023 is to build a community of practice of data users and other engaged stakeholders to deliver impactful user stories that demonstrate the importance of public BO data, particularly in the extractive sector, for improved natural resource governance. To do this effectively, you will be working closely with OO's teams as well as EITI colleagues to collate examples, engage with data users in a sustainable way, and prepare and deliver communications materials to share our work globally.

## Key tasks and responsibilities

### 1. Support delivery of OO's virtual and in-person training and workshops

- Provide support to, and eventually lead on, the planning and organisation of workshops and training sessions with and for governments, civil society, business, and multilateral stakeholders, working with colleagues to develop agendas, content, and overall objectives;

- Deliver administrative and logistical support for events and workshops, such as contractual arrangements, venue selection and payments, together with OO's Administration and Finance team;
- Create presentations and training materials to support delivery of OO's capacity-building activities for government, private sector, and civil society stakeholders.

## 2. Support BO data users

- With the support of colleagues and your line manager, develop and maintain relationships with key national and international stakeholders to demonstrate the impact of BO data use;
- Provide support to data users (such as investigative journalists and government agencies) involved in training or projects supported by OO to ensure the delivery of impactful projects and capturing of stories;
- Work with OO's Policy and Research team to collate insights and learning from the support and engagement with data users so these can inform OO's work;
- Collaborate with OO's Communications team, and others where appropriate, to embed key projects and user stories into OO's communications materials, such as impact studies, infographics, statistics, and interviews, etc;
- Write blogposts and other communications assets which reflect the activities, engagements, and learning from data use projects.

## 3. Organise and track OO's data engagement and community-building work

- Track OO's community-building and data use training activities to learn and inform future work, guided by our MEL framework;
- Work with the Communications team to maintain a calendar of events and opportunities relevant to OO's data use and community-building work, ensuring that opportunities are flagged with relevant partners;
- Coordinate the monitoring of progress and impact of OO's data use work, working with colleagues to evaluate progress, identify, and take forward learning opportunities by liaising with the Policy and Research team, and making continuous improvement to our community building and data use activities;
- Undertake other activities consistent with the purpose of the role.

## Candidate profile

We are seeking an action-oriented, well organised, and articulate individual who can bring three or more years' relevant experience for the skills required for this role. This role is ideal for a candidate who wants to build their professional experience in a dynamic, fast-moving global environment.

The successful candidate will demonstrate the following skills and attributes:

- Three or more years' experience of organising events, workshops, and/or training activities, ideally for a range of stakeholders such as civil society actors, government officials, or representatives of international organisations;
- Experience in a relevant field (e.g. governance, law, anti-corruption, open data), ideally with an international focus or in multiple national contexts;
- Experience engaging and building relationships with stakeholders in government, civil society, multilateral institutions, and/or the private sector;
- Ability and willingness to travel internationally;
- Excellent organisational skills and the ability to multitask by coordinating simultaneously with different stakeholders and partners;
- Fluent business English with excellent communication skills, both written and verbal (additional languages would be an advantage, in particular French, Russian, or Spanish);
- Proficient with G-Suite and Microsoft Office applications;
- Ability to self-organise and work autonomously in a remote organisation across multiple time zones;
- Quick learner, able to swiftly understand information about complex issues;
- Organised and action-oriented professional with excellent attention to detail;
- Entrepreneurial and able to look for opportunities to solve problems; you will be adaptable to changing contexts.

## Application Process

We want to hear from all voices, and particularly encourage individuals of diverse and marginalised communities to apply. If there is a requirement in the job description which you feel you don't quite meet but you are still keen to apply then please do.

Please note that Open Ownership is a fiscally sponsored organisation and the contract will be executed in the name of our fiscal sponsor Global Impact, a non-profit, on behalf of Open Ownership.

Open Ownership uses the [Applied](#) platform for our recruitment which is designed to promote diversity and inclusion through anonymised applications and scenario-based questions. Our initial process will be solely based on your anonymised answers within the Applied platform. We will also ask you to submit your CV, but your CV will not be reviewed unless we decide to invite you to interview. If you reach the final stage of interviews, we will retain your details for future posts at Open Ownership, unless you tell us otherwise.

To apply, please complete the question-based process [here](#) by 23:59 UTC on Sunday 2nd April 2023.