

JOB DESCRIPTION – DIGITAL POLICY COORDINATOR

Role	Digital Policy Lab – Project Coordinator		
Reports to	Senior Digital Policy & Research Manager	Direct reports	0-1
Budgetary responsibility	None	Resource responsibility	None
Contract	Fixed Term, 1 year (with extension subject to funding)	Location	Berlin, Germany
Salary	TVöD E11	Level	Coordinator

About ISD

ISD is a global think and do tank dedicated to safeguarding democracy and human rights, and delivering solutions to weaponised hate, polarisation, disinformation and extremism around the world. Combining research and analysis with government advisory work and the design and delivery of international training, education and communications programs, ISD works to implement real-world, evidence-based responses to these challenges. ISD has teams in London, Amman, Berlin, and Washington DC.

Role Purpose

The role of the Digital Policy Project Coordinator will sit within the ISD Germany team but have broader engagement across all ISD digital policy programming in Berlin, London, and Washington DC, to support ISD’s support on digital regulation and platform accountability. As such, we invite applications only from those with professional bilingual fluency in German and English. The post holder will assist the ISD Germany Digital Policy team on delivering digital policy projects, through activities such as tracking legislative, regulatory and policy developments, supporting the organisation of events and engagements,, helping research and produce written outputs, and contributing to expanding ISD’s work into new areas (e.g. AI policy, technology facilitated gender-based violence).

One of the key projects for this role will be working on is the [Digital Policy Lab](#) (DPL), an inter-governmental working group focused on charting the regulatory and policy path forward to prevent and counter disinformation, hate speech, extremism and terrorism online. Since launching in November 2020, the DPL network has brought together officials from 14 countries and the European Commission. This role will support other digital policy projects, including for digital regulators, dependent on funding.

The Digital Policy Coordinator will be a driven and technically competent individual with demonstrable experience working in the fields of policy engagement, grant and event management.

Responsibilities

- **Research, policy monitoring and writing (Approx. 20% of responsibility)**
 - Draft regular policy summaries of global digital policy developments, with a focus on Germany and the EU, North America, the UK, Australia and New Zealand.
 - Tracking relevant legislative and regulatory developments in various priority jurisdictions (e.g. EU, UK, US Federal & State levels, Canada, Australia & New Zealand) and selected other contexts in the Global South where required.
 - Support the drafting of briefing papers on digital policy issues and 'digest' newsletters every six weeks for ISD's audience of policymakers and regulators in the Digital Policy Lab.
 - Conduct ad-hoc background research on private sector tech company policies and developments to support ISD's digital policy work.
- **Event organisation and management (30%)**
 - Support the organisation of digital policy events, such as the Digital Policy Lab sessions and ISD Germany policymaker events, including researching new participants, speakers and relevant thematic policy developments.
 - Support the successful delivery of Digital Policy Lab online events, such as preparing agendas and accompanying documents, managing RSVPs, note-taking and follow-up.
 - Support in the successful delivery of Digital Policy Lab Annual Summits, such as preparing agendas and accompanying documents, supporting in venue and catering hire, booking travel of participants, note-taking and follow-up.
- **Stakeholder engagement and networking (30%)**
 - Support ongoing engagements with Digital Policy Lab stakeholders, including scheduling bilateral calls, designing surveys, and maintaining the Digital Policy Lab database of relevant stakeholders and members.
 - Represent ISD Germany and build connections with government, regulatory, civil society and private sector representatives at in-person events in Berlin, as well as across Germany and other international locations as required.
- **Project Administration and Communication (20%)**
 - Assist other members of the ISD Germany team in the administration of digital policy projects.
 - Draft communications on key programmatic updates and events.
 - Curate and plan posts for and maintain social media channels and the ISD website content related to the project as needed.
 - Contribute to reporting processes, including collating data for donor reporting.
 - Undertake other duties as reasonably required.

PERSON SPECIFICATION

Expectations

We expect all staff, consultants and volunteers to:

- Commit to ISD’s vision, mission and [Guiding Principles](#)
- Foster diversity, inclusivity and equality of opportunity at ISD
- Demonstrate respect for others and safeguard those who are vulnerable
- Carry out their duties in accordance with ISD’s policies and procedures
- Adhere to risk management and security instructions at all times

Our commitment to Equality, Diversity & Inclusion

We endeavor to recruit a range of candidates into ISD, to strengthen our team and contribute to our inclusive organizational culture. We particularly welcome applications from candidates currently underrepresented across ISD – including those from diverse ethnic and socio-economic backgrounds, those with disabilities, and members of the LGBTQ+ community. We have tried to make this recruitment process as accessible as possible, but please let us know if you have any access requirements that you would like us to be aware of during this process.

Competencies

These reflect ISD’s [Guiding Principles](#) which we expect all members of the team to embody, regardless of seniority and role. How these competencies are assessed is outlined in ISD’s Performance Review Process.

Guiding Principles	Competencies
Integrity	<ul style="list-style-type: none"> • Personal integrity • Focus on quality
Collaboration	<ul style="list-style-type: none"> • Respect for others • Commitment to the team
Agility	<ul style="list-style-type: none"> • Efficiency and effectiveness • Problem Solving
Courage	<ul style="list-style-type: none"> • Strategic thinking • Growth Mindset

Specific Requirements

These are a priority for this specific role, and form part of our assessment during recruitment, probation and ongoing performance management. They are also a framework for focusing continuing professional and personal development.

	Essential	Desirable
Knowledge, training and qualifications	<ul style="list-style-type: none"> • Degree-level qualification or equivalent experience in a relevant field (digital policy, international affairs, conflict studies, etc.) • A strong interest in the key issues and debates around digital policy and online safety • Contextual knowledge of German affairs • An understanding of and commitment to ISD's core mission • Competent and confident in use of full MS Office suite 	<ul style="list-style-type: none"> • Master's Degree Qualification or substantial relevant experience on digital policy or regulation, disinformation, extremism, hate groups or related topics • A good understanding of contemporary debates around digital policy, platform regulation, extremism, disinformation and hate speech online • An understanding of policymaking and/or parliamentary processes in the EU and/or other relevant national contexts
Experience	<ul style="list-style-type: none"> • Previous experience in project or programme delivery, with proven ability to meet deadlines and contribute to team project work • Experience of working within an office environment • Experience organising on- and offline meetings, events or trainings • Experience working in an international environment with teams and high-level stakeholders from diverse backgrounds 	<ul style="list-style-type: none"> • Experience working in a fast-paced think tank or start up environment • Experience working for a research, project management or civic action organisation
Skills	<ul style="list-style-type: none"> • Exceptional written and spoken English and German – <u>professional standard bilingual abilities are essential</u> • Clear, fluent and concise oral and written communication skills • Outstanding attention to detail • Highly organised with the ability to be flexible, multi-task and respond proactively • Ability to work well both independently and in a team 	<ul style="list-style-type: none"> • Professional standard of written and spoken additional languages, in particular French

What we offer

	Our offer
Remuneration	<ul style="list-style-type: none"> We offer remuneration in line with the German tariff TVöD Bund
Contract type and duration	<ul style="list-style-type: none"> We offer a fixed term contract
Working time model	<ul style="list-style-type: none"> We have a flexitime model, with flexible scheduling from Monday to Friday With us, all travel time is also recognised as working time. We aim for one-hour lunch break per day and have a shortened closing time on Friday (16:00)
Holidays and overtime	<ul style="list-style-type: none"> In addition to the statutory holiday, we continue to offer 7 days of holiday, which we take together as a Christmas break over the turn of the year. Should you ever have to work overtime, we will compensate you with free time at short notice (we want you to recover). We have a meeting-free period in August, which makes summer holiday planning much easier.
Job choice	<ul style="list-style-type: none"> We work in a hybrid working model of mobile working and the possibility to use our office.
Our team culture	<ul style="list-style-type: none"> We are a dedicated team in an ambitious and constantly growing international organisation We provide space for innovative ideas and lifelong learning We regularly train ourselves on the topics of our time, e.g. stress management, diversity, dealing with the media, etc. We proactively support training and development We support our team with supervision services when needed