



**TERMS OF REFERENCE**

<b>Job Title:</b>	<b>Research Manager - Gender and Digital Rights</b>		
<b>Department:</b>	Research	<b>Contract:</b>	Full-time
<b>Reports to:</b>	Research Director		
<b>Location:</b>	Preferably working from one of the Web Foundation offices in Jakarta, London, or Washington DC. Can also be based in other countries in Asia, Africa or Latin America and the Caribbean. Some travel involved.		
<b>Direct reports:</b>	None		
<b>Key Relationships:</b>	Research team; Policy, Communications, and A4AI teams. External partners		
<b>Role Overview</b>	<p>Work on the Web Foundation’s research agenda across all its programs, with a specific focus on those relating to digital rights and empowerment, and gender. This involves leading and supporting the development of world class research products for targeted policy and general audiences. These will draw on a range of approaches including feminist and qualitative research methods, while exceeding WF research quality and ethical standards.</p> <p>Support the development and implementation of research that will influence policy change to advance the strategic goals of the Web Foundation and all its programmes, with a focus on the Foundation’s vision, mission, strategy and deliverables.</p> <p>Work in a multidisciplinary and multicultural team, and contribute to activities across the Foundation in support of our mission to achieve digital equality for everyone everywhere.</p>		
<b>Accountabilities</b>			
<b>Key Responsibilities:</b>	<b>Key Activities</b>		<b>% Time</b>



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<b>Research</b>	<p>Contribute to local, regional and global research that supports the Web Foundation's policy advocacy and campaign goals by:</p> <ul style="list-style-type: none"><li>• Designing, developing and managing cross-cutting research activities on digital rights and gender policy problems;</li><li>• Writing up research products;</li><li>• Managing the development of flagship Web Foundation research products;</li><li>• Provide expertise of qualitative and feminist research methods for research design across the Foundation.</li><li>• Identifying areas for further research particularly around the intersection of gender and digital rights;</li></ul>	<b>50%</b>
<b>Research Coordination</b>	<ul style="list-style-type: none"><li>• Support the Research Director in relations with research partners;</li><li>• Managing the development of research products with external partners and consultants;</li><li>• Work closely with other team members to support project management of research products.</li></ul>	<b>30%</b>
<b>Communication, network and community building</b>	<ul style="list-style-type: none"><li>• Presenting Web Foundation research at conferences, discussion forums, and meetings;</li><li>• Building profile and thought leadership through public speaking and writing &amp; ensuring relevant work is represented in key spaces for research dissemination;</li><li>• Engaging with the global research community identifying key opportunities to champion and further WF's research specifically;</li></ul>	<b>15%</b>
<b>Organizational development</b>	<ul style="list-style-type: none"><li>• Lead on cultivating and following through cross-programme synergies with partners.</li><li>• Contribute to the overall success of the Web Foundation by taking an active part in the</li></ul>	<b>5%</b>



	development of corporate strategies, positions, plans and team culture.	
<b>ADDITIONAL SPECIFICATIONS</b>		
<b>Education &amp; Certifications</b>	<ul style="list-style-type: none"><li>• Education to Masters level preferred; with a minimum of 5 years of relevant work experience, including experience working with civil society and/or research organizations.</li></ul>	
<b>Essential Knowledge, Experience and Attributes</b>	<p>Knowledge areas:</p> <ul style="list-style-type: none"><li>• Digital rights and related fields (e.g., data protection, online privacy, online surveillance, data governance, open data, human rights and the internet, etc.).</li><li>• Gender equality and ICTs (e.g., online GBV, gender digital divide, gender-responsive ICT policies, women in STEM, etc.).</li></ul> <p>General research skills:</p> <ul style="list-style-type: none"><li>• At least three years of experience producing policy research products (e.g., policy briefs, short reports, blogs, etc.) including publications for diverse audiences.</li><li>• Expertise using feminist research methods including the use of qualitative methods for both data collection and analysis.</li><li>• Project management skills and experience - including large multi-country projects.</li><li>• Ability to use Web-based tools for creating, sharing, and collaborating on work.</li><li>• Knowledge of, and background in gender studies or feminist research.</li></ul> <p>Communication and team skills:</p> <ul style="list-style-type: none"><li>• Proven expertise in communicating complex, research-based technical issues to diverse audiences.</li><li>• Ability to work as part of a distributed team and to work independently in a startup-like environment, meeting tight deadlines and multiple priorities with minimal supervision;</li><li>• Sensitive to different cultural and social contexts, able to collaborate successfully with people from many different cultures and countries;</li><li>• Professional English language proficiency.</li><li>• Excellent writing and analysis skills.</li><li>• Ability to travel internationally (a few times per year).</li></ul>	



**Desirable Knowledge  
and Experience**

- Experience working in a policy advocacy organization;
- Experience in academia in a research position;
- Specific experience working on policy research in low and middle income countries;
- Knowledge of, and background in international development;
- Work experience in Latin American and the Caribbean, Africa, or Asia.
- Familiarity with blogging and social media;
- Ability to apply monitoring and evaluation techniques;
- Fluency in one major world language in addition to English; and
- Public communication and speaking skills, comfortable speaking in front of large audiences.
- Quantitative research skills, including use of spreadsheets and statistical software.