Policy Officer - Web Foundation

Job Title	Policy Officer		
Department	Policy	Contract	Full time
Reports to	Director of Policy		
Location	Remote (Offices in London or Washington, DC)		
Compensation	Competitive salary, commensurate with experience and Web Foundation standards		
JOB ROLE			
Role Overview	In this role you will lead the program management of the Contract for the Web, a global plan of action to ensure that our online world is safe, empowering and genuinely for everyone. You will focus on translating the Contract for the Web's five year roadmap into an actionable project plan, beginning with the Tech Policy Design Lab and the Best Practices Library. The Tech Policy Design Lab (TPDL) brings together governments, companies and civil society in a collaborative environment, using human-centered design and design thinking to develop policy frameworks, products and services that address the most challenging tech policy issues of our time. The Best Practices Library (BPL) will showcase best practices from our community of endorsers, allies and partners, presented as a public-facing interactive portfolio of examples and case studies where users can search by topic, region, industry and more. In this role you will work with the Director of Policy and key internal and external stakeholders to build a strong project plan to develop, launch, and manage Contract for the Web initiatives. You will drive consistent execution of the project, meeting agreed deadlines, objectives and budget, and will track and measure progress. You will coordinate and communicate with internal and external stakeholders to advance the project plan, and will be responsible for managing and tracking stakeholder outreach.		

	You will help develop materials relevant to the Contract for the Web, including briefing documents, presentations, memos and external documents. You will work with other Web Foundation colleagues, in particular on the policy team, to identify connections between their workstreams and the Contract for the Web, and will support on general policy tasks related to the Web Foundation's mission, time-permitting.

DELIVERABLES		
Key Responsibilities	**Key Activities**	**% Time**
Management of the Contract for the Web initiative	● Build a strong project plan to develop, launch, and manage Contract for the Web initiatives ● Drive consistent execution of the project, meeting agreed deadlines, objectives and budget, and track and measure progress ● Coordinate and communicate with internal and external stakeholders to advance the project plan ● Manage and track stakeholder outreach ● Escalate delays and roadblocks to the Director of Policy and relevant colleagues ● Ensure effective stewardship of institutional partnerships and hold relationships with key partners where appropriate ● Work with WF colleagues to coordinate initiatives related to the Contract ● Represent the Web Foundation as needed in external meetings and conferences ● Other tasks related to Contract for the Web project management	**75%**
Development of materials and advocacy support	● Develop materials relevant to the Contract for the Web, including briefing materials, presentations, memos, and external documents for endorsers and donors as needed ● Provide support to the policy team on designing an effective policy advocacy strategy for the Contract	**20%**
Other tasks for the Web Foundation	● Assist with general policy-related tasks related to the Web Foundation's mission, time-permitting	**5%**

ADDITIONAL SPECIFICATIONS	
Education & Certifications	● Bachelor's Degree ● Certifications in project management desirable
Essential Knowledge, Experience and Attributes	● At least three years' demonstrated experience managing complex projects in the area of public policy (tech policy preferred) ● Ability to drive projects to completion within scope, budget and timeframe ● Proactive, creative and constructive approach to solving problems ● Expertise with project management software (e.g., Asana) ● Ability to juggle complex and fast-changing priorities with minimal supervision ● Vivid writer and speaker, able to present difficult concepts in clear, simple English ● Globally minded, with experience working across different cultures ● Highly motivated and organised, and ability to thrive under pressure ● Collaborative, flexible and positive approach to working with colleagues ● Ability to travel 30% of the time, depending on travel restrictions
Desirable Knowledge and Experience	● Experience with design thinking/human-centered design ● Fluent in at least one major language other than English ● Specialist knowledge of one or more of Web Foundation's program areas