ABOUT FIELD READY

Field Ready is a non-governmental organisation that is dedicated to empowering people living in complex environments to make the things they need, where they need them, when they need them. Our vision is to meet Development goals through technology, innovative design and engaging people in new ways. We make useful items to solve problems locally using the latest technology, as well as traditional local manufacturing. We build capacity to continue this through building makerspaces and communities of makers. Our approach is truly effective and ground breaking.

POSITION SUMMARY

Field Ready is leading a project to build the makerspace eco-system of northern Iraq as part of the GIZ ICT for Youth program. Providing youth with the opportunity to gain practical digital fabrication skills. This will in turn boost their future employability, opportunities to engage in entrepreneurship and prospects for peace. Specifically, Field Ready is supporting the existing Mosul Space in Mosul and IOT Maker in Baghdad, operating Erbil Innovation House, a makerspace together with a co-working space in the city of Erbil, and establishing and operating a makerspace in Sulaymaniyah city.

The role of the Community Manager is absolutely critical to developing a vibrant and productive innovation community in Sulaymaniyah. The post holder will work closely with the KRG Program Lead of Field Ready to build and manage the co-working and makerspace community. They will be responsible for day-to-day management of the space, supporting start-ups and entrepreneurs to provide them with the training and mentorship they need, planning and running events and workshops, working with the technical team to develop and promote adaptive training programs, and help in managing the social media output.

Excellent interpersonal skills are key for an effective Community Manager, combined with proven self-drive, to contribute to the development of Iraq’s innovation eco-system. Previous experience building communities, event management or working with start-ups would be ideal.

RESPONSIBILITIES

The following are illustrative responsibilities that will evolve over time and depend on organisational needs:

- Manage the Sulaymaniyah space Community; be the first point of contact for visitors and perspective members, oversee recruitment of new members and on-going internal community building.
- Support development (in conjunction with KRG Program Lead) and adoption of community and resource management platforms.
- Support development of strategic objectives for community growth and outcomes, oversee dispute resolution systems.
- Focus on communication and networking inside the culture factory to develop new partnerships.
- Organize special events and workshops for the partners and the community of the culture factory.
- Oversee program of events, including community building, workshop and trainings, speaker series and others.
- Provide support to start-up and entrepreneur community members, advising where relevant and referring to internal and external expertise, building networks of support to meet the demand identified.
- Provide linkages within the community and between external relevant organisations (private sector, government, NGO, education etc.) with the support of Iraq Country Lead and KRG Program Lead.
- Manage social media content for Sulaymaniyah across platforms with support from Iraq Communications.
• Monitor social media, respond to immediate queries and develop strategies for further engagement.
• Provide input to Monitoring, Evaluation and Learning (MEL) system.
• Contribute to space’s external communications, and internal communications as appropriate.
• Line management of the current staff and new staff members in the future.
• Work closely with the technical team of the makerspace to better understand the machines and the capabilities of the makerspace.

QUALIFICATIONS & CHARACTERISTICS

Required competencies:
• **Community Building**: Prior experience in building and managing a community (whether in a work or out-of-work setting) arranging activities, encouraging linkages between people, resolving disputes.
• **Events Management**: Ability to conceptualise, plan and execute a range of events, particularly for a tech/innovation/start-up audience.
• **Operations**: Ability to proactively oversee day-to-day operations.
• **Eco-system**: Prior experience or exposure to start-ups and potential investors a distinct advantage.
• **Social Media Management**: Ability to run an effective social media account, promoting the work of the makerspace, responding to others and curating an active online community.
• **Line Management**: The ability to effectively manage the space.
• **Tech for Good Commitment**: Demonstrable prior interest in the role of tech in social innovation.
• **Working with others**: The ability to work effectively with others and promote a congenial work environment.
• **Self-management**: The ability to work independently and take initiative to seek out new opportunities and work in a challenging environment.

Required skills and experience:
• **Kurdish & English Language**: Excellent written and interpersonal communication in Kurdish & English (additional knowledge of Arabic and advantage).
• **Location**: Based in Sulaymaniyah
• **Engineering/Tech**: Prior knowledge of digital and traditional fabrication techniques and their application an advantage.
• **Education**: University degree.

Iraqi nationals highly encouraged to apply.

TO APPLY
Submit a cover letter which briefly outlines the experience and skills you have which you think are relevant to this role, and why you are interested. This letter should be no more than two pages. Please submit this cover letter along with your CV by 15th March 2021 through this [APPLICATION FORM](#).