

STUDENT ASSISTANT

Location: Frederiksberg, Copenhagen

Application deadline: 17th May 2024

Starting date: August 15th, 2024

Duration: One year with a possibility of extension

[Conductive Space for Peace](#) (CSP) is now recruiting one student assistant to support our work in pursuing changes in the global peacebuilding system and aid architecture. The new colleague will support all CSP's efforts to implement its Strategic Framework 2024-2026 in catalysing systems change to better enable local leadership in peacebuilding and development. You will become part of a small team of ambitious change-makers based in four countries and with five different nationalities.

CSP strives to embody the change that we pursue, which means that we hold equity at the core of our engagement and actions. As part of the external change process and our internal ways of working, we seek diversity within the organisation and within the broader institutional framework with which we engage.

Conductive Space for Peace is an international NGO registered in Denmark. The organisation's mission is to transform the global peacebuilding system to better enable local leadership and equitable partnerships. CSP works as a connector and accompanier, taking forward initiatives for change through analysis, network building, training, and reimagining processes that catalyse systems change for locally led peacebuilding.

Roles and responsibilities of the student assistant

The student assistant will be a full member of the global CSP team and will refer to and work closely with the team. The role will include providing both substantive and logistical support, taking on responsibilities relating to the following:

- Provide administrative and coordination support to the team, including scheduling meetings, taking minutes, etc.
- Provide ad-hoc support to all team members.
- Support the planning and implementation of learning sessions, workshops, and courses in peacebuilding.
- Support organising and coordinating strategic seminars among team members, board and other key stakeholders engaged with CSP.
- Support communications planning and launch of publications, initiatives and external events, including dissemination, drafting key messages for use on social media and designing graphics, videos and other social media content as relevant.
- Support to continuous update of resources in [Innovators Hive](#).
- Assist with CSP's international and Danish-focused advocacy, training, and accompaniment work on systems change, including support in organising convenings of key stakeholders and preparing background documentation.

Qualifications and personal competencies

The student assistant should be enrolled in a relevant field of study such as Peace and Conflict Studies, International Relations, Global Development, Development Communication, Global Studies or equivalent, either at the last year of a BA or at MA level. Other qualifications relevant for this position are the following:



- Interest in and some understanding of peacebuilding and development work.
- Knowledge and experience of working with social media, in particular LinkedIn, Twitter and Facebook
- Experience in photo and video creation and editing is an advantage
- Good communication skills
- Fluency in written and spoken English and Danish is essential
- Ability to work independently but also in a team.
- Readiness to work in a team with different nationalities and locations and to take on various tasks, including logistics and administration concerning concrete activities and preparing meetings and other activities.

Terms

The position is based at the CSP office in Frederiksberg, Copenhagen. The student assistant position entails approximately 15 hours of work per week. As is the general practice for all staff, work hours will be flexible.

Further Information

Further information about the position can be obtained by contacting mathilde@conducivespace.org.

To Apply

Please submit a one-page motivation letter and your CV to apply@conducivespace.org no later than **17th May 2024**. Please write 'student assistant' in the subject line of the email. Interviews will be conducted shortly after that.