



Wikimedia CH is a not-for-profit association, the Swiss chapter of the international Wikimedia Movement. It promotes free knowledge, in particular through the Wikipedia encyclopedia and other associated projects. As a grassroots organisation, it currently employs twelve people and works with a community of members and volunteers. In order to fill a vacancy as soon as possible but at the latest June 2022 onwards, we are currently recruiting an:

Education Expert (Manager) for Switzerland, 80- 100%

Wikimedia CH's Education programme aims at increasing the accessibility of knowledge through delivering on and collaborating with educational projects that advance learning at every level, from children to adults. The associations' work supports lifelong learning, as well as teachers and professors at schools, universities and other institutions of higher education. It provides tools and methods for digital learning and collaboration, accompanying these with capacity building and promotion. The word "*education*" is used as proposed by the Swiss and European programmes, applying the term not only to schools or universities but also to the learning and development of every person at every age.

To better understand the needs of educators and other stakeholders regarding the use of Wikimedia projects, the strategy that WMCH followed up to now, has been re-worked with the help of experts and now needs an Education expert to break it down into annual plans and implement it, achieving concrete deliverables and outputs. Our target for 2026 foresees that WMCH becomes a respected player in Switzerland and abroad in the education field; this includes supporting programmes and efforts in the best possible way and acting as a catalyser and integrator of the different actions and initiatives that exist within the Movement and beyond.

In this exciting role you will thus be responsible for translating the new strategy into plans and actions and implementing these taking into consideration what has been done so far under the guidance of the current Education Manager. Your tasks will on one hand focus on Switzerland but on the other enable you to closely collaborate with the wider Wiki Movement as well as other international actors and stakeholders.

If you speak various languages, like to reach-out to people as well as self-organise and travel foremost across Switzerland plus have solid education and project management experience with some technical understanding, then we are looking forward to hearing from you!

YOUR RESPONSIBILITIES

Responsibilities:

- Translate 5 year education strategy and overall goal into SMART (**s**pecific, **m**easurable, **a**chievable, **r**elevant and **t**imely) annual action plans with respective deliverable.
- Oversee, implement and follow the 2023 Annual Plan

- Manage and implement Education projects within Wikimedia CH building up - among other things - a network of experts within Switzerland and abroad who can deliver on programmes.
- In general, promote Wikipedia/online literacy as a school subject, proposing new models and new tools.
- Support activities that advance lifelong learning using Wikipedia and its sister projects so that all adults become aware of Wikimedia projects and know how to interact politely on its various platforms.
- Enable experimentation and innovation in the field of education and knowledge with the help of an Innovation Lab and other enablers.
- Develop new training and learning models to increase knowledge and skills for life.
- Support the yearly focus of Wikimedia CH with relevant Education partners and activities
- Ensuring the engagement and mobilisation of Education partners the Education community to take on leadership over single events and projects.
- Strengthening the collaborative aspect by sharing Wikimedia CH projects with other Wikimedia Chapters and the international Wikimedia Community.
- Support projects driven by Education partners to integrate Wikimedia CH projects in their platforms as well as invest in new ones.
- Expand our international awareness campaigns.
- Foster long-term commitment and collaboration among our partners and stakeholders.
- Closely work, exchange and collaborate with other team members from Wikimedia CH responsible for fundraising, education, communication, community and innovation.

YOUR PROFILE

Mandatory Job-related skills/competencies:

- Fluent in (Swiss) German (at least C1), English (at least C1) and French (at least B2); nice to have: Italian (B1/B2)
- Availability for regular travel within Switzerland
- Willingness to work on flexible work schedules (also sometimes evenings and weekends), due to the nature of Wikimedia CH's work
- Strong writing/speaking skills in the relevant languages (clarity, focussed, expression, results-oriented), 5 years +
- Strong project management skills
- A bachelor's degree in an education related field or equivalent
- Knowledge of the most recent educational methodologies
- Knowledge of the educational sector in Switzerland and possibly abroad
- Tech savviness and general understanding mainly concerning educational tools
- Relevant and documented experience in project management
- Excellent people management skills and proficiency in solving problems
- Strong relationship-building and outreach capacity
- Ability to work with partners/volunteers and to motivate them

- Hands-on personality: demonstrated capacity to get things done in a flexible environment
- Multicultural and virtual experience (knowledge of the NGO sector and technology is an advantage)
- Knowledge of standard communication and Office tools and measures (online and offline)
- Proven ability to work in a virtual environment in an autonomous manner
- Proficient with measuring impact and reaching goals
- Ability to meet deadlines
- Ability to delegate, communicate and work as a team member on shared projects

People skills/competencies:

- Strong intercultural competence and a “can do” attitude
- Self-starter, pro-active, and results-oriented with an excellent capacity to organise him/herself
- A “thick skin” and effective conflict management skills
- The capacity to work effectively in a virtual team, to delegate and to share
- Willing to take on responsibility and to work on flexible schedules
- Strong online collaboration skills
- Good understanding of technology (IT, wiki, social media)
- Excellent interpersonal and written communication skills
- Excellent relation management and building skills
- An understanding of free knowledge with a commitment to this value
- Flexibility and willingness to learn and to evolve

Contract details:

- **ASAP**
- We offer a position in a modern not-for-profit setting, inside a high-profile association with interesting and varied tasks and the possibility of development. Being a **virtual organisation** without a physical office, the candidate will be **home-based**, frequently travelling across Switzerland and sometimes abroad. Any location in Switzerland would be possible.
- Starting salary 13 months, from 82k CHF onwards, depending on expertise
- Attractive pension fund and benefits
- Contract foreseen for 80-100%
- The position reports to the Lead Innovation of Wikimedia CH

Applications:

Closing date for applications is set to **December 15, 2022** and applications should be addressed electronically to **ilario.valdelli@wikimedia.ch** including your CV and a cover letter. Please **do not** attach certificates or indicate references at this point!

Please only apply if you write/speak the required languages!