

Come and work with us...



→ Programme Coordinator

DemocracyNext

We are looking for a Programme Coordinator to join our small but mighty team. If you're interested, read on to find out more.



We are DemocracyNext, a global platform for democratic innovation.

We believe in a more just, joyful, and collaborative future, where everyone has meaningful power to shape their societies. We work to shift who has power and how we take decisions in government and in institutions of daily life like workplaces, schools, and museums.

We are an international knowledge hub on deliberative democracy. We create tools and resources to build the field and experiment with innovative governance approaches. We advise on the design and establishment of new democratic institutions, processes, and spaces, including Citizens' Assemblies.

We want more people to see the democratic potential of sortition (selecting decision makers by lottery), deliberation, and participation for strengthening trust, reducing polarisation, and improving decision making. We believe that these principles enable us to be with complexity, channel our collective wisdom, and find common ground.

Programme Coordinator

01 About us

At DemocracyNext, we don't just want to re-imagine governance – we want to transform it. We believe in a more just, joyful, and collaborative future, where everyone has meaningful power to shape their societies. We work to shift who has power and how we take decisions in government and in institutions of daily life including workplaces, schools, and museums.

Grounded in rigorous research and extensive practice in the field, we're both a knowledge hub and action lab on Citizens' Assemblies, deliberation, and sortition - the practice of selecting decision makers by lottery. We connect networks who share a goal of innovating democratic governance.

02 Why we need you

Having just celebrated our second birthday, we're looking to expand our team and bring on board someone who can really help us make the work happen behind the scenes. This role is key to ensuring that our partners receive the support and guidance they need, as we work together to deliver our cities programme and other aspects of our work, ensuring that it's well planned, well implemented, well documented, and builds sustainable outcomes.

03 Here's what you'll be doing

As our Programme Coordinator, you'll be primarily part of our Cities Programme, working closely with the Programme Lead, helping to manage the seamless execution of our projects and building strong working relationships with our city partners. You will also be helping other members of the team to support the delivery of other ongoing projects. Your work will encompass both logistical and creative tasks, including:

- Assisting the Programme Lead with daily tasks, including communications, logistical organisation of events (both online and occasionally in-person), and coordination with participants of our Cities Learning Programme.
- Regularly updating the programme's website.
- Drafting and coordinating communications materials (including newsletters, social media posts, website content), ensuring regular updates to stakeholders and interested cities, working closely with the Programme Lead and Communications Director.
- Establishing and managing a comprehensive programme management tracker to record actions, decisions taken, monitor risks, outcomes, and impacts of the project and the assembly processes.
- Helping to organise bi-lateral meetings with cities and prepare relevant materials, ensuring productive and insightful interactions.
- Actively participating in all relevant meetings and learning modules, taking meticulous notes, and keeping track of questions and follow-ups from participants.
- Assisting the DemNext team in ad hoc logistical support for other projects, which may include assisting in setting up meetings, coordinating events or workshops, and other tasks.

04 What does working for DemNext look like?

Behind the scenes, we are a 'small but mighty' team of four, based in four different countries (Germany, UK, France, US). Our extended team includes a growing number of internationally-based Associates and Fellows who join us on a wide range of projects. And we're supported by our Foundation Board and International Advisory Council. We are a Dutch Foundation, based in The Hague.

We all work remotely from home, and try to get together a couple of times a year for team retreats and to re-connect in person. There are sometimes opportunities for travel, depending on the nature of the work. We're an English-speaking team. If you join us and you're based in The Hague or nearby, there's the option of working from The Hague Humanity Hub.

Because we work remotely, it's really important that you're accustomed to this, and happy to be home-based and largely self-sufficient on a day-to-day basis. We connect online every week as a team in between meetings, and sometimes work together over zoom when we want company! Our main project management tools are Basecamp and Airtable.

05 What's essential for this role?

- A commitment to our vision and work.
- An in-depth understanding of Citizens' Assemblies and what differentiates assemblies from other participation processes; you will bring 1-2 years of experience designing, facilitating or delivering Citizens' Assemblies.
- You love working with people and getting stuff done - you'll be able to evidence that you have strong organisational and administrative skills, ideally with demonstrable project management experience.
- Excellent oral and written communication skills - fluency in English, both spoken and written, is essential.
- Evidence of experience in drafting effective and accessible communications materials for complex projects (or similar).
- You're able to effectively plan and prioritise your workload within deadlines.
- You're happy remote working, and also willing to travel for the role (eg to Lithuania, The Gambia, Luxembourg etc).
- Being comfortable with complexity and able to adapt - our work is iterative, and we learn and adapt as we go.

06 It would be nice if...

- You're passionate about cities, urban development and/or have experience as a planner, urbanist, architect, or in a related research role.
- You have experience working in or have collaborated with organisations located in the Global South, demonstrating sensitivity and adaptability to diverse cultural contexts.
- You are proficient in creating visual content and have collaborated with web designers.
- You are familiar with managing databases and tracking complex project outcomes.
- You have additional language skills.
- You're able to start work for us as soon as possible - please indicate your availability in your application.

07 Contract type

This role is advertised as a 12-month fixed term contract based in The Netherlands, with a two-month probationary period.

This is a 4-day per week role; with a salary of €45,000-48,000 pro rata. You'll have access to our base at The Hague Humanity Hub.

This is a Dutch contract based on Dutch social security and taxation rules. The gross monthly pay is inclusive of an 8% holiday allowance. Holiday entitlement is 4x the number of hours worked per week, in addition to Dutch public holidays. The right to live and work in the Netherlands is required for this position.

→ Please note: We are also open to receiving applications from independent contractors (freelancers) who are interested in working with us, based in the UK, Germany or the Netherlands, on the basis of a minimum of 12 days of time per month.

08 How to apply

Please send us your CV (maximum 3 pages) and a cover letter (no longer than 2 pages) detailing your interest in the Programme Coordinator role and how your experience aligns with what we're looking for.

In your cover letter, please be sure to respond to the following questions:

→ Tell us a bit about 'why this, why now, why you', being sure to highlight how your experience aligns with what we're looking for.

→ Please give short answers to the following questions:

1. How are Citizens Assemblies different from other participatory processes?
2. What things do you do to keep connected and purposeful when remote working?

→ Please tell us which type of contract you are applying for, and what your available start date is.

The deadline for receiving applications is midnight (GMT) on Sunday 6 October. Please send your application to hello@demnext.org with the subject header **Programme Coordinator**.

The first round of zoom interviews will be on 14 and 15 October, with a second stage on 23/24 October.

We are a small team, and regret that we are unable to give feedback to unsuccessful candidates.

Equal opportunities

We are committed to being an equal opportunity employer. We seek amazing people from diverse backgrounds, experiences, abilities, and perspectives. We care for each other and strive to create an inclusive work environment where we all love to come to work every day.

We are happy to provide reasonable accommodations to help you apply – just email us at hello@demnext.org