



# Centre for a Spacefaring Civilization

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## Space Security Programme Lead

Reports To: Executive Director

Salary: This is a voluntary role

Location: This role will be undertaken virtually and remotely

### Role purpose:

The role of space security programme lead is to work and develop the space security programme at the Centre for a Spacefaring Civilization. You will be tasked with developing the programme, defining its scope, securing necessary funding and launching the programme. You will work with the team develop and lead pioneering and innovative research on space law and policy topics in line with the Centre for a Spacefaring Civilization's strategic plan. The role will involve working with the team to develop the Centre for a Spacefaring Civilization and its mission in ambitious and ground-breaking ways and ensure insights are developed to support the research and development of the Centre for a Spacefaring Civilization.

### Key responsibilities:

Develop, implement and run the space security programme

Coordinate the logistical and administrative aspects of the programme

Oversee monitoring, evaluation, and learning

Manage and supervise the programme team, including by prioritising tasks and deliverables for the team, ensuring quality control, and issuing quarterly status reports

Assist with the development and promotion of the programme, including through the creation of an outreach strategy

Collaborate with the Executive Director and the management team to develop a long-term sustainability plan for the programme

Facilitate engagement with stakeholders representing government, industry and academia

### Person Specification:

#### Essential:

Expertise in space security

An understanding and experience of space law and policy

Excellent written and oral communications skills in English

Excellent research skills

A high degree of self-motivation

Meticulous time and file management abilities

Confident using Office 365 suite, and internet for research purposes

An ability to work with people from different cultures and nationalities

Working knowledge of the UK, US, EU and UN systems

**Desirable:**

Experience with fundraising and grant applications

Experience with project management and/or training in project management

A qualification or degree in a relevant field (International Relations, Political Science, Law etc)

An advanced degree (MA, LLM, PhD etc) in a relevant field

Prior experience with NGOS, Think Tanks or government bodies (including IGOs like the UN)

**Two professional or academic references will be requested prior to appointment**