



PURPOSEFUL FELLOWSHIP TERMS OF REFERENCE

WHO WE ARE

Purposeful is a feminist hub for girls' activism, rooted in Africa and working all around the world. We amplify girls' voices, resource their resistance, build solidarity between and across girls' movements, catalyse collaborative philanthropy and support innovation in grassroots programming with and for girls.

Our work is both global and deeply local. In Sierra Leone, we bring our work together into one integrated strategy, sparking a groundswell of girls who can access and imagine new possibilities for themselves and their communities. Across the world we support girls' organising and activism through a girl-led participatory grantmaking process called the *With and For Girls Awards*. No matter where we are, we work so that girls and their allies can access the resources, networks, and platforms they need to remake the world for themselves.

Our Vision and Mission

Our vision: Girls are living in safety, dignity and freedom, and the world is transformed.

Our Mission: Girl activists and their allies have access to the resources, networks and platforms they need to power their activism and remake the world for themselves.

Purposeful ways of being in the world:

We believe that another world is not only possible, but also already being built right here and now, in the ways that girls are organising with each other, imagining with each other, pushing us all a little further towards liberation. To build that world we imagine, a core set of values guide all that we do at Purposeful:

- ★ **Taking bold action**
- ★ **Many ways of knowing**
- ★ **Centering lived expertise**
- ★ **Deep embodiment**
- ★ **Cultivating radical imagination**
- ★ **Joy as resistance**
- ★ **Power in diversity**

★ Rooted in sisterhood

Why Purposeful Fellowship?

Purposeful also recognizes the lived experiences of non-graduates and how that ties into the work we do. Thus, we encourage young women with outstanding lived experiences to apply for a fellowship. Recent graduates i.e., who have graduated within a year, or who are about to graduate (completing their final requirements) can also apply for this fellowship with Purposeful. The duration of a Purposeful fellowship is 6 months with the possibility of extension by an additional six months.

What is a Purposeful Fellowship?

The Purposeful Fellowship is a paid work programme that provides practical work experience in a dynamic work environment, interaction with our amazing partners, including girls across the country, and an opportunity to be part of a viable movement for change. It is designed by Purposeful for young graduates and non-graduates with outstanding lived experiences to gain work experience for three to six months for a minimum of 25-35 hours a week.

Purposeful is looking for eight young graduates who are passionate about changing the game for girls to join our Third (3rd) Cohort of Purposeful Fellows to work with the following Teams:

With and For Girls , Girls' Circles Collective, Advocacy & Movement Building, Communications, Drama Production, Insight and Learning, Finance and Operations.

Operations and Finance Fellow (2 positions)

- Support the Finance and Operations team in managing our overall financial portfolio, including ensuring our overall financial compliance, preparations of our balance sheets and tax payment and other associated tasks.
- Support the procurement processes, including sourcing quotations, collecting invoices, following up with clients, suppliers and partners as needed.
- Support banking (such as collecting bank statements, credit advice, cashing out cheques etc.)
- Ensure proper documentation, filing and record keeping.
- Assist the Admin and Logistics team in organising and managing events.
- Carry out other functions related to finance and administration and operations based on your interest and needs of the team.
- Support the Operations team with HR related activities such as developing innovative HR tools.

Programmes Fellow (2 Positions) (With and for Girls' Fund & KK Girls' Circle Collective)

- Work with the programmes team to provide comprehensive support to our local partners in implementing community-based initiatives across Sierra Leone. This will include contributing to preparing and conducting training, conducting field visits, supporting the development and implementation of programme tools, supporting report writing and storytelling, supporting staff in Karo Kura radio drama/talk show production etc.

- Provide support for the development of the Global With and for Girls' team and the Karo Kura Girls' Circles Collective - shape the initiative and roll it out across Sierra Leone.
- Engage in grant making procedures with girls and young women.
- Support partners in developing and adopting feminist and girl friendly policies and processes.
- Participate in designing and conducting research and community assessments in our partner communities.
- Document good/bad practices and success/"failure" stories of partners.
- Support the planning, implementation, and documentation of advocacy initiatives
- Carry out other functions based on your passion and the needs of the team.

Advocacy & Movement Building & Communications Fellow (1 Position)

- Support the Advocacy and Communications team in facilitating and implementing the advocacy strategy, including the development and implementation of joint advocacy strategies with partners in a wide range of policy issues and events.
- Support media outreach: arrange media contacts, press briefings, and interviews; provide talking points and other materials as needed for senior staff; respond to media inquiries quickly and effectively.
- Support in coordinating the production of a range of information products, including audio/visual communications, when needed to achieve specific organisational/project goals.
- Support the timely development of position papers, press releases, news articles, presentations and other advocacy materials and communication media.
- Contribute to the creative management of our social media presence and develop innovative ideas to expand our reach, engage new audiences.
- Support in the coordination of all activities relating to The Survivors Solidarity Fund and other advocacy-related events.
- Support other team members and project-leads to carry out lobbying and advocacy activities.

Production Fellow (1 Position)

- Work with the Production Team to create the Karo Kura Konnection and Kompin drama series.
- Support weekly distribution of content to Mentors via WhatsApp
- Support weekly distribution of content to radio stations in Freetown
- Support coordination of production of talk show and radio drama
- Support coordination of field visits and events
- Manage mentors' discussions over WhatsApp
- Participate in visits to meet with mentors and girls to capture their voices
- Participate in weekly team and organisational meetings as relevant
- Contribute to documenting activities for learning and reflection purposes

Communications Fellow (1 Position)

- Track Purposeful internal & external communication calendar and suggested activities.
- Help build a community led approach to storytelling by assisting with story and impact collection from Purposeful hubs
- Support Purposeful social media management: tracking and populating the social media content calendar, tracking social media analytics and scheduling social media posts

- Contribute in the brainstorming and development of concepts, graphics and layouts for social media and website content as required
- Contribute to tasks related to the development of Purposeful's communication strategy
- Manage the communications department internal database
- Track projects and media mentions and analyse trends you see.

Insight and Learning Fellow (1 Position)

- Support data collection efforts, including instrument development and consent and assent processes
- Contribute to the analysis of qualitative data
- Support participatory analysis sessions internally and externally
- Use qualitative analysis to tell stories about our work
- Create, contribute to and compile reports as needed
- Contribute to internal learning platforms, such as sharing findings via newsletters and presentations
- Contribute to external communication products, such as social media posts and blogs
- As necessary, support mentors and partners to improve data collection and reporting skills