



**180Degrees**  
CONSULTING

creative ideas. practical solutions. lasting change.

**Are you a talented and self-motivated person with a desire to help others? Do you want to be a part of something big? If so, we encourage you to apply for a position on the International Executive of 180 Degrees Consulting, the world's largest student-driven consultancy.**

Every year 180 Degrees helps hundreds of socially conscious organisations to overcome challenges they are facing.

We are looking to recruit exceptional people for the following positions:

- Director of Online Presence
- Director of Knowledge Management
- Legal Officer
- Director of Branch Development (x2)
- International Consulting Director (Europe)
- International Consulting Director (Australasia)
- International Projects Coordinator
- Director of Public Relations
- Director of Advertising and Graphic Design
- Deputy Director of Human Resource Management
- Director of Financial Systems

If selected for one of the above positions, you would be given the opportunity to:

- Display genuine leadership;
- Work with talented students from all corners of the globe; and
- Make a significant difference and contribution to the lives of others.

**To apply, please send a cover letter and CV to Jan Chen at [jchen@180degreesconsulting.org](mailto:jchen@180degreesconsulting.org) by Tuesday 10<sup>th</sup> January 2012 at 5pm Greenwich Mean Time (GMT). The cover letter should address the criteria on the final page of this document.**

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1.  
*the rationale for  
180 Degrees*

Most student-driven charitable initiatives focus on making a difference either through raising money or through raising awareness. Whilst these initiatives are important, they are not necessarily the best way to make a difference. Why? Most students do not have that much money, and even if they did, throwing money at problems often does not address the underlying causes of those problems. Neither does raising awareness. The strength of university students lies in their ability to solve problems, work collaboratively, and think creatively.

At the same time, many non-profit organizations do not operate as effectively as is possible. They often face challenges related to financial sustainability, marketing, human resources management, the effective use of social media, volunteer recruitment, working out organizational priorities, developing a workable business plan, and so on. Addressing these challenges is important because the management of non-profit organisations is just as important as their level of funding. The problem is that most consulting services are prohibitively expensive, and the few services that are pro bono do not operate on a large scale. Therefore, most non-profit organizations miss out.

180 Degrees seeks to connect the untapped capabilities of university students with the unmet needs of non-profit organisations in a sustainable and mutually beneficial way.

2.  
*the organization*

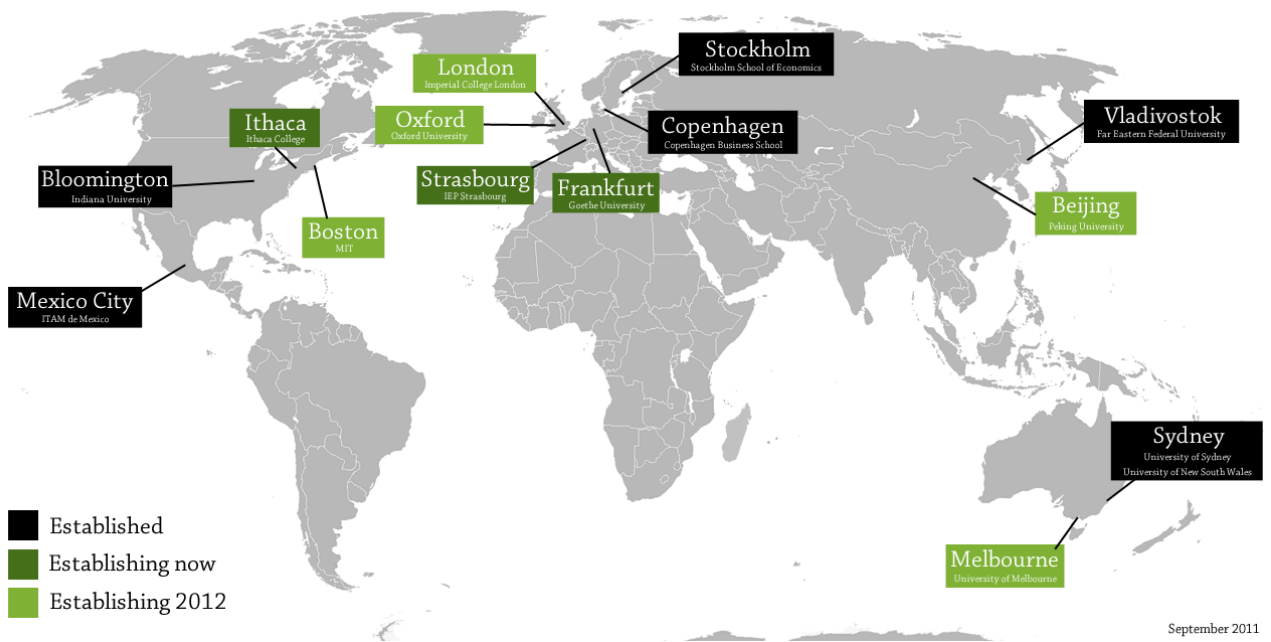
180 Degrees is an international student-driven consultancy that generates significant social impact by enabling the most capable university students to develop sustainable solutions to challenges faced by socially conscious organizations.

The International Executive of 180 Degrees oversees and supports the work of local branches that are based at universities around the world. There are now branches in Australia, the USA, Denmark, Russia, Turkey, Sweden, Mexico, France, and the UK.

At each university branch, teams of students completing studies in relevant fields work throughout the year with non-profit organizations to identify and overcome the specific challenges they are facing. For example, 180 Degrees consultants have worked with AfriCap in Mauritius on improving microfinance programs, with A21 in Ukraine on reducing sex trafficking, and with Viola Vitolis in

Bangladesh on combating arsenic poisoning. This process is mutually beneficial. Non-profits are assisted in the development of innovative, sustainable and practical solutions. At the same time, students are able to contribute to their communities, apply their university studies in a practical environment, and develop valuable life skills.

### Locations of 180 Degrees Branches



### 3. position descriptions

To support the continued growth of 180 Degrees Consulting, the International Executive has been restructured and a number of new positions have been created. These new positions are:

#### Director of Online Presence

This role is a fantastic opportunity to shape the web strategy for a dynamic and rapidly growing organisation. As an international network with a youth base, a vibrant online presence is an important tool for 180 Degrees to communicate what we do to potential clients, consultants, and supporters. The new Director of Online Presence will be responsible for developing an integrated and targeted online presence for 180 Degrees, across a range of platforms. This includes managing the 180 Degrees website; refining our use of Facebook and Twitter, including the creation of a social media strategy; and taking the initiative in investigating new directions. You will work closely with the Marketing team, 180 Degrees branches, and the Chief Information Officer, so you need to be committed and reliable. Knowledge of basic HTML and CSS and familiarity with WordPress are important, and basic graphic design proficiency would also be useful. If you don't yet have these skills, but are enthusiastic and willing to learn them, that is also fine.

<p><b>Director of Knowledge Management</b></p>	<p>180 Degrees branches across the world generate a wealth of useful information every day, but spreading these insights across the organisation is a challenge. The new Director of Knowledge Management will be responsible for working with all parts of the 180 Degrees organisation to capture, share and analyse knowledge. This includes both qualitative lessons and best practices from branch and executive operations, and quantitative data drawn from our information systems. You'll help us answer questions like, "What are the top 3 things a new branch founder needs to know?" or "What types of students are most likely to stay with 180 for more than one year?" You will also support branches and the international executive in making use of the online collaboration platform, Podio. You will work closely with the Chief Information Officer and the Branch Management Team. The role needs no specific technical skills, but you need to be committed, reliable, and motivated to take initiative in implementing new ideas and systems for knowledge management.</p>
<p><b>Legal Officer</b></p>	<p>In order for 180 Degrees to operate as effectively as possible, it is important that legal issues are dealt with in a timely and professional manner. The Legal Officer will work closely with the Branch Management Team to ensure that the international body and its branches operate according to law. The specific responsibilities of the Legal Officer include:</p> <ul style="list-style-type: none"> <li>• Coordinating and overseeing the entry into the newly drafted Licence Agreement between the international body and each respective branch. The role will involve facilitating exchange of contracts via fax and post and ensuring all technicalities are adhered to, and explaining the effect of the Licence Agreement to branches;</li> <li>• Maintaining a register of the Constitution, Licence Agreement and incorporation documents of each branch;</li> <li>• Assisting branches with queries related to the registration of branches at universities and the incorporation of branches under law. This may involve directing branches to relevant online resources, or resources within the Branch Master Pack;</li> <li>• Filing for a trademark for 180 Degrees Consulting;</li> <li>• Overseeing the implementation of the newly formulated client confidentiality and legal obligations policy to branches. The role of the Legal Officer will involve disseminating these resources to branches, and explaining the effect of the policy to branches);</li> <li>• Referring complex legal questions to the Board, and where necessary, seeking the assistance of pro bono legal counsel or other qualified legal practitioners.</li> </ul>
<p><b>Director of Branch Development (x2)</b></p>	<p>The main role of the Directors of Branch Development is to assist new branches to become established and developed. Each Director will be introduced to the structured setup process and the 180 Degrees Branch Master Pack. They will then be allocated responsibility for managing and overseeing the setup process for a specific number of branches, and will serve as the main point of contact for these branches. As part of this process, the Directors will be responsible for ensuring branches complete each stage of the setup process. They will also facilitate communication between their allocated branches and other teams within the International Executive.</p>

<p><b>International Consulting Director (Europe), &amp; International Consulting Director (Australasia)</b></p>	<p>The social impact of 180 Degrees is largely dependent on the quality of consulting undertaken. The two International Consulting Directors will develop and implement ways to improve the quality of the advice provided by 180 Degrees consultants in a specified geographic region. They will further develop the existing consulting methodology of 180 Degrees Consulting, and ensure that this methodology is correctly employed. They will also work with the leadership teams of university branches to develop their consulting capabilities, ensure all consultants receive adequate training and mentoring, and develop solutions to solve quality-related problems. Successful applicants are likely to have experience working for 180 Degrees or another consulting company, have strong leadership and communication skills, have a proven track record of coaching and developing teams, and have an interest in knowledge management, digital media, consulting methodology and quality assurance processes.</p>
<p><b>International Projects Coordinator</b></p>	<p>Each year the best 180 Degrees consultants worldwide are selected to undertake consulting projects in developing countries. For example, in February 2012 a team of 180 Degrees consultants will travel to Cambodia to work with the Cambodian Children's Trust. Consulting trips like these are heavily subsidized by 180 Degrees, and so act as a reward for the best performing consultants. These projects are also incredibly beneficial to the organization receiving consulting services. The International Projects Coordinator will be responsible for lining up these projects, managing the application process, and working with the Sponsorship Director to source additional funding for these projects.</p>
<p><b>Director of Public Relations</b></p>	<p>This role will involve developing and implementing ways to increase the brand awareness of 180 Degrees amongst various stakeholder groups (including non-profit organizations and potential sponsors). It will involve ensuring that all members of 180 Degrees deliver a consistent message. This includes consistency in press releases, emails, and use of logos and phraseology. The Director of Public Relations will also be responsible for dealing with any public relations crises, should they arise. The successful applicant is likely to display substantial initiative and have exceptional communication skills.</p>
<p><b>Director of Advertising and Graphic Design</b></p>	<p>To reduce the workload of individual branches and prevent duplication of efforts, the Director of Advertising and Graphic Design will create resources that can be used by branches around the world. This includes creating template promotional material for recruitment events and materials that can be distributed to clients. The role will also involve creating new graphics and visual materials to support global initiatives. The successful applicant will have skills in graphic design, and preferably some knowledge of marketing.</p>
<p><b>Deputy Director of Human Resource Management</b></p>	<p>Working as part of the Human Resource Management Team, this role will involve helping to manage all the people within 180 Degrees. This includes ensuring that each branch conducts regular performance reviews, helping to arrange professional mentors for each person on the International Executive, and putting in place measures to recruit and retain the best possible consultants.</p>

## **Director of Financial Systems**

Working as part of the Finance Team, this role will involve management of the financial records of the International Executive, as well as assisting with the monitoring and reporting of branches on both financial and non-financial performance data. As 180 Degrees Consulting is undergoing a growth phase, this is the chance to be involved in the development and monitoring of financial systems that will help ensure financial sustainability across many branches. It will also a chance to further develop skills in working across international borders. The successful applicant is likely to have experience in using accounting software (MYOB, Quickbooks, Xero or others) and be willing to teach others how to use the software to maintain a branch's financial records. Some industry experience in management accounting is desirable.

### *4. frequently asked questions*

#### **What time commitment is required?**

Most positions involve an average time commitment of between 4 and 8 hours per week. The hours of work are flexible to enable individuals to manage their various commitments, such as university studies and paid work. It is expected that all successful applicants will remain in their positions for at least 12 months (i.e. until the end of 2012).

#### **Do I have to be located in a particular country or region?**

No. Any person may apply, regardless of country of residence. Most meetings are conducted via Skype, and work streams are managed via our online platform, so geographic distance is no barrier.

#### **Will I be paid for the work I do?**

No. Everyone in 180 Degrees Consulting works in a volunteer capacity. However you can expect to receive some non-financial remuneration, such as paid travel to visit branches, or subsidized attendance at conferences related to your role within 180 Degrees.

#### **Do I have to have been previously involved with 180 Degrees?**

No. Whilst some experience with 180 Degrees is viewed favourably, it is certainly not a requirement.

#### **Do I have to be a current university student?**

No. A number of people on the current International Executive work full-time.

5.  
*the application  
process*

To apply for one or more positions, please email a cover letter and curriculum vitae to Jan Chen (jchen@180degreesconsulting.org) **before Tuesday 10<sup>th</sup> January 2012** at 5pm Greenwich Mean Time (GMT). The cover letter should contain:

- Your contact details
- What position(s) you are applying for (if more than one please list in preference order)
- Why you want to be a part of the International Executive of 180 Degrees Consulting
- What skills you possess that would enable you to fulfil the responsibilities of the position(s)
- Any ideas you have regarding how you would fulfil your responsibilities or how 180 Degrees could further improve as an organization

If you have any questions please do not hesitate to contact Jan Chen at jchen@180degreesconsulting.org.

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PRACTICAL ACTION.  
LASTING CHANGE.