Consultation Fellowship 2023
Job Description

About this Role

Facilitating and managing public consultations on draft laws and policies on the platform. This includes:
- Scoping and staying updated on new draft policies open for consultation by Centre and State governments, along with local level authorities and updating the team about the same.
- Keeping tabs on the deadlines, extensions of various consultations and updating them on Trello and Civis' backend admin panel accordingly.
- Writing and editing scripts for consultations where videos are being made
- Mapping the relevant policy update against the given consultation
- Creating and maintaining an archive of past consultations

Managing the Policy Leaders Internship Programme, which includes:
- Keeping tabs on the internship cycles and sending out the internship invitations
- Conducting initial cohort sessions for onboarding the interns
- Assigning interns draft policies open for consultation in order to create citizen-friendly resources that break down legal and technical jargon.
- Editing draft summaries received from interns in adherence to Civis' Legal Summary Guidelines
- Reviewing performance of interns along with conducting mid-cohort checkins
- Assigning and reviewing blogs written by interns and publishing them on Civis' medium blog.

Tracking and reporting progress of pre-legislative consultation process in India
- Creating a comprehensive database of public consultations available with Civis' as well as other publicly accessible forums
- Keeping a tab on the policy updates related to the public consultations, i.e. if there are new rules, laws, etc. mandating or changing how public consultations operate.
- Analysing data and reviewing consultation related metrics to gain insights into the public consultation domain in India.

Assisting in Outreach and Communications
- Drafting and sending emails to Civisens where responses have been successfully received by the Ministry/Department seeking feedback
- Supporting with creating a script for communication of the consultation on WhatsApp/IVRS
- Assisting in outreach activities for specific projects

Supporting the product management team with chatbot management and FAQs on Civis' work on specific consultations

Supporting the governance team with:
- Drafting and sending Citizen Engagement Reports in cases of successful public consultations.
- Identifying PLCP Champions from past government consultations
- Drafting consultation summaries for government partners

Application Deadline: 06 May 2023

How to Apply: Applications must be submitted via this link.