



Knowledge Hub Coordinator role profile (Scholar)

The CSC's nine Knowledge Hubs provide a platform for Commonwealth Scholars and alumni studying and working in similar disciplines to network and exchange ideas to support a shared sustainable development outcome.

Each group will have at least one Knowledge Hub Coordinator (Scholar) and one Knowledge Hub Coordinator (Alumni). Some groups will also have an external coordinator.

Scholar and alumni Knowledge Hub Coordinators will be appointed for a one-year term.

Role description

The primary role of the Knowledge Hub Coordinator (Scholar) is to actively encourage discussions and engagement from current Scholars. You will be responsible for sharing information related to your own research and course of study, and details of research or publications related to the wider development outcome of the group. You will also be expected to promote news of upcoming talks and events taking place in the UK that Scholars may wish to attend.

Main responsibilities

- 1. Acting as a primary contact for current Commonwealth Scholars in your Knowledge Hub**
 - Act as a central and engaged contact for all Commonwealth Scholars in your group.
 - Actively promote the Knowledge Hubs to current Scholars and encourage them to get involved.
 - Share personal information with Commonwealth Scholars, Fellows and alumni in the group, including name, country of origin, university, and course. This will be published on the CSC website and in materials used to inform Scholars and alumni about the Knowledge Hubs.
 - Provide a personal profile, including information about your course of study/area of research, what you hope to achieve as a Coordinator, and a photo to be displayed on the CSC website.
- 2. Create regular posts related to the development outcome of the Knowledge Hubs**
 - Post relevant content to the group at least twice a month. Posts can include: links to articles and publications, shout-outs or questions to the group about their research or developments they may want to share, news of upcoming events and talks.
 - Post content to the group about Scholar events relevant to the hub's development outcome. The CSC alumni team will keep you informed of any events.
 - Respond to posts from members and encourage others to get involved in discussions.
- 3. Attend a training workshop on using social media to support development impact**
 - Attend a training workshop hosted by the CSC on using social media to communicate and support development impact.
- 4. Working with other Knowledge Hub Coordinators**
 - Liaise with the CSC and fellow coordinator(s) in your Knowledge Hub to share best practice, ideas for future posts and to coordinate content. Also liaise with coordinators across the other eight Knowledge Hubs to support the development of the groups.