

Strategy & Operations Consultant, Global Institute

Role title: Strategy & Operations Consultant, Global Institute

Location: Remote, with potential for occasional in-person convenings

Start date: 1 June 2026

End date: 30 Nov 2026 (indicative)

Overview

- The Global Institute is seeking a Strategy and Operations Consultant (temporary maternity cover) to lead strategic and operational initiatives across the Global Institute during this temporary absence. This role will serve as a strategic bridge across governance, operations, communications, funding, and strategic planning to advance the Global Institute's priorities and strengthen its coherence and execution capacity.
- The consultant will work closely with the Executive Director and core Global Institute team members to drive forward key initiatives during the period. This is a hands-on, implementation-focused role requiring someone who can take ownership of critical workstreams, coordinate cross-functional teams, and ensure delivery of priorities.

Key Focus Areas

- GI governance support (e.g. Board and Global Advisory Council meetings)
- Strategic operations (e.g. Better Future Hub, website, learning experiences etc)
- Strategic communications (e.g. slide and document writing)
- Social media implementation
- Budget Management

Project Breakdown & Capacity Allocation

Governance and strategic operations (40%)

- Lead end-to-end planning, logistics, and follow-up of the Board and Global Advisory Council (GAC) meetings
- Work closely with the learning experiences team to ensure smooth execution and follow through of processes e.g. integration with the Better Future Hub
- Support in strategic thinking and content development of post-beta version of the Better Future Hub, the Global Institute's digital home for collective insights, exchange and inspiration, in collaboration with the Technology team
- Work with the Better Future Hub team to provide input to ensure content creation processes align with participant access needs.
- Support in the content maintenance (if required) and any ad hoc changes to the Global Institute website, in collaboration with the Communications and Technology team

- Facilitate cross-team cadences to ensure smoother working and shared identity
- Support in the M&E process for learning experiences and develop FY27 strategy in partnership with the learning experiences team based on data insights
- Support the Executive Director across strategic priorities e.g. preparing for the upcoming UNGA, serving as a trusted partner to enable effective decision-making, coordination, and execution

Strategic communications (30%)

- Lead development of high-level materials including agenda design and slide decks for the Executive Director and key engagements
- Update the Global Institute's progress report for FY27, collaborating across teams to shape its narrative and ensure compelling articulation of GI's impact

Social media implementation (15%)

- Partner with the Global Institute and Teach For All Comms team to implement GI's communications and content strategy (newsletters, LinkedIn storytelling, design alignment, templates).
- Lead the operational setup and testing for new channels, such as Instagram, ensuring they align with existing GI storytelling frameworks and branding.
- Work with the GI Core Team to repurpose Post-LE highlights, insights, and videos into platform-specific formats like Reels or carousels across different platforms.
- Drive FY26 M&E tracking processes and insights development based on data collected
- Develop FY27 social media strategy based on FY26's learnings and data

Budget management (15%)

- Lead the FY27 budget development and planning process, coordinating across teams and ensuring alignment with strategic priorities
- Manage FY26 budget reporting and approval processes, especially for travel expenses
- Partner with the Executive Director to connect financial planning with funding pipelines and donor engagement strategies

Requirements and skills

- Proven track record in strategy, operations, or program management roles with demonstrated ability to lead implementation
- Strong project management and cross-functional coordination capabilities with ability to drive results
- Experience with governance processes, board management, and executive communications
- Experience in supporting senior management in performing strategy or operational duties
- Excellent written and verbal communication skills, with ability to craft high-level presentations and strategic documents
- Skilled in Excel or Google Sheets formulas / model development
- Experience with social media strategy and content implementation
- Strategic thinking combined with strong hands-on, implementation-focused approach
- Ability to work independently, take ownership of workstreams, and manage multiple priorities
- Comfortable working in a Singapore-based, globally-oriented team environment

Required Documents for Consideration

CV highlighting relevant strategic and operational expertise

Selection Process & Timeline

Please email candy.chan@teachforall.org with your CV. Shortlisted applicants may be invited for a discussion with the Global Institute team. Final decision and contracting will be communicated following the application window.