ROLE DESCRIPTION · OPEN PROJECT ROLE

Facilitator & Moderator

Guides conversations, panels and workshops so every voice counts and the session reaches its purpose.

ENGAGEMENT	AREA	REPORTS TO	LOCATION
Project-based	Facilitation and moderation	Founder & Chief Executive Officer	Nairobi, Kenya, and event locations

About the role

You lead people through the moments that matter most: panels, roundtables, workshops and plenaries. You prepare thoroughly, keep conversations focused and fair, and help each session end with something useful.

What you will do

- Prepare with the programme team, including session objectives, speaker research and question plans.
- Moderate panels, fireside chats and plenary sessions.
- Facilitate workshops, roundtables and participatory sessions.
- Manage time, transitions and audience participation respectfully.
- Handle difficult moments and differing views with composure.
- Share notes and key takeaways after each session.

What you bring

- Experience moderating, facilitating, presenting or hosting before an audience.
- Strong listening, synthesis and questioning skills.
- Neutrality and fairness, especially on sensitive topics.
- Excellent spoken English. Kiswahili is a strong advantage.

Good to have

- Facilitation training or a recognised facilitation method.
- Examples or recordings of sessions you have led.

How we work together

This is a project-based engagement, not employment. For each project we agree the scope, dates, deliverables and fee in a written engagement letter before any work begins. Fees depend on the project and are confirmed in that letter.

Everyone who works with us follows our Rules of Engagement: thegatheringandco.online/downloads/roles/rules-of-engagement.pdf

How to apply

Go to **thegatheringandco.online/work-with-us**, choose **Facilitation and moderation** as your area and tell us about your experience and availability. Include a portfolio or LinkedIn link if you have one. You can also email **info@thegatheringandco.online** with the subject "Facilitator & Moderator".