

Gender Action for Peace and Security (GAPS) Network

GAPS ASSISTANT

Gender Action for Peace and Security (GAPS) is the UK's Women, Peace and Security civil society network. GAPS was founded to progress the United Nations Security Council Resolution 1325 on Women, Peace and Security and to hold the UK government to account on its international commitments to women affected by conflict worldwide.

The GAPS Assistant will support the coordination and development of the GAPS network. The role works closely with the GAPS Director, the Coordinator for the All Party Parliamentary Group on Women, Peace and Security (APPG WPS), and GAPS member agencies. They will provide administrative support to the Director as well as: support the development and launch of GAPS policy documents, update the GAPS website and social media platforms, and organise and take minutes at GAPS events. The GAPS Assistant will also help with regular, timely and effective outgoing communications with GAPS stakeholders, including GAPS members.

The ideal candidate will have experience of: administration; working on social media; using their communication and networking skills; working with civil society or government; and have a commitment to gender, women's rights, peacebuilding, development and/or international relations. This role will suit someone wanting to gain experience in the day-to-day running of a dynamic and active civil society network, and to grow their experience of working on international women's rights and/or peace and security policy.

GAPS is hosted by one of our member agencies, Women for Women International UK. Women for Women International was founded in 1993 to help women survivors of war rebuild their lives, their families and communities. The UK office was established in 2006. The GAPS Assistant would be expected to work within the framework of GAPS and Women for Women International's core values.

Women for Women International UK is an equal opportunities employer and we positively welcome applications from all suitably qualified persons regardless of their religious beliefs or political opinions, sex, marital or family statuses, races, sexual orientations, ages or whether they are disabled.

All candidates must have the right to work in the UK.

Women for Women International UK is a registered charity (charity number: 1115109) and a company limited by guarantee (company no: 05650155), registered in England and Wales.

Reports to: GAPS Director

Proposed Start Date: May 2017

Location: 32-36 Loman Street, London, SE1 0EH

Application Process: Cover letter and CV to be emailed to ukrecruitment@womenforwomen.org with subject heading 'GAPS Assistant'

Application Deadline: 5pm, Thursday 30th March 2017

Interviews: Wednesday 12th April 2017

Working Pattern: Full time

Salary Level: £20,000 per annum

Duties and Responsibilities

Administration

- Set up meetings with GAPS members, working groups and stakeholders
- Take minutes at GAPS meetings with: members, working groups, GAPS Advisory Board, GAPS Management Committee and other stakeholders.
- Maintain and update GAPS contact lists
- Draft letters and emails to Civil Society, Government officials and ministers, and Parliamentarians
- Provide administrative support for events, including booking venues, flights and accommodation
- Collate donor information at Director's request
- Prepare GAPS funding applications and donor reports at Director's request
- Support the GAPS Director in preparing GAPS annual plans and monthly activities
- Support the GAPS Director in regular monitoring and evaluation processes

Policy

- Support the drafting of GAPS thematic and country specific briefings and reports
- Support the organising of thematic and country-specific workshops
- Collate and prepare information for GAPS case studies and briefings
- Liaise with GAPS members to collate information for GAPS briefings, papers and case studies
- Support APPG WPS event administration and on-the-day support in coordination with the APPG Coordinator
- Research upcoming global Women, Peace and Security events
- Support the APPG WPS Coordinator in organising APPG events

Communication

- Coordinate GAPS social media
- Update the GAPS website
- Analyse social media usage
- Collate and send GAPS newsletters

- Support communication with GAPS Management Committee and Advisory Board
- Support communication with GAPS 'Ambassadors'

Person Specification

Essential Criteria

- Proven, strong administrative and record-keeping skills and ability to maintain office systems
- Excellent written communication skills, including the ability to compose, edit, and proof correspondence and documents required
- Excellent oral communication skills
- Attention to detail
- Understanding of, and interest in, politics, foreign affairs, development and/or defense policy
- Background and commitment to gender, women's rights, peacebuilding, development and/or international relations
- Experience of working with or within civil society or government
- Ability to work independently across multiple workloads and stakeholders
- Computer literate including in Outlook, Word, Excel, Internet and websites

Desirable Criteria

- Experience of working successfully across different cultures
- Experience of writing policy or research documents
- Knowledge and understanding of Women, Peace and Security frameworks
- Familiarity with and/or work experience in or on a range of conflict or post-conflict countries
- Understanding of working with Government, parliament or international institutions
- Experience of working with a formal or informal network

10 March 2017