

**Gender Action for Peace and Security (GAPS) network
GAPS NETWORK 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 and girls affected by conflict worldwide.

The GAPS Network Assistant will support the coordination and development of the GAPS network. The role works closely with the GAPS Director, the GAPS Policy, Advocacy and Communications Manager, GAPS member agencies and the All-Party Parliamentary Group on Women, Peace and Security (APPG-WPS). They will provide administrative support to the GAPS network as well as: support the development and launch of GAPS policy documents; support the work of the APPG-WPS; update the GAPS website and social media platforms; organise and take minutes at GAPS events; lead on the GAPS network's internal communications with members, working groups and governance bodies.

The ideal candidate will have experience of: administration; social media; using their communication and networking skills; working with civil society or government; have a commitment to gender and women and girls' rights; have an interest in 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 ambitious civil society network, and to grow their experience of working on international women and girls' 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 Network Assistant would be expected to work within the framework of GAPS and Women for Women International's core values, which can be seen [here](#). Women for Women International UK is the legal employer of GAPS Secretariat staff.

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 Policy, Advocacy and Communications Manager
- Proposed start date:** November 2019
- Location:** 49-51 East Road, London, N1 6AH
- Working pattern:** Full time
- Salary level:** £20,600 per annum (based on Women for Women International UK's salary scale)
- Application process:** Cover letter and CV to be emailed to ukrecruitment@womenforwomen.org with subject heading "**GAPS Network Assistant**"
- Application deadline:** 6pm, Thursday 19 September 2019
- Interviews:** Week commencing 30 September 2019

Duties and responsibilities

Administration (20%)

- Lead the administration for and organisation of GAPS team meetings
- Maintain and update GAPS contact lists to ensure they are accurate and GDPR compliant
- Draft letters and emails to civil society, government officials and ministers, and parliamentarians
- Provide administrative and logistical support for events hosted by GAPS and that GAPS attends, including booking venues, flights and accommodation
- Collaborate on quarterly monitoring, evaluation and learning processes
- Monitor and update GAPS's monthly spend in a tracker
- Provide administrative support for GAPS projects (for example with GAPS members or consultancy contracts)

Network coordination (15%)

- Set up, prepare for and take minutes at meetings with GAPS members, working groups, Management Board, Advisors and other stakeholders
- Collaborate on preparing GAPS annual plans and monthly activities
- Circulate GAPS Management Board and Advisor meeting documents
- Track actions from minutes between meetings
- Manage ad hoc requests from GAPS members
- Build and maintain relationships with GAPS member organisations and representatives
- Liaise with GAPS members to collate information for GAPS briefings and papers
- Manage the collection of annual membership fees from GAPS member organisations
- Coordinate membership feedback, sign-off and sign-on to joint GAPS documents
- Uphold the values and principles of GAPS in everything we do¹

Policy and advocacy (15%)

- Support the development of concept notes for GAPS policy documents and events
- Support the development of and lead the administration for GAPS policy communications plans
- Proofread GAPS policy documents
- Collate and prepare information for GAPS policy briefings
- Develop briefings ahead of and for GAPS meetings with government officials and ministers, parliamentarians and other stakeholders
- Draft event and policy briefings in discussion with the GAPS Policy, Advocacy and Communications Manager
- Maintain and grow relationships with other Women, Peace and Security networks and organisations, especially those in the Global South and diaspora networks
- Research upcoming Women, Peace and Security events
- Attend external meetings and events on behalf of GAPS

All-Party Parliamentary Group on Women, Peace and Security (APPG-WPS) (20%)

- Support the development of the annual programme of the APPG-WPS to advance the Women, Peace and Security agenda
- Liaise with Co-Chairs of the APPG-WPS to develop and deliver the annual programme
- Ensure that the APPG-WPS is compliant with Parliamentary regulations
- Maintain the APPG-WPS contact lists to ensure they are accurate and GDPR compliant
- Manage relationships and engagement with event co-hosts
- Keep APPG-WPS members updated on the work of the APPG-WPS
- Manage logistics and administration for the APPG-WPS and its events (e.g. book rooms, draft and circulate invitations, collate RSVPs, send reminders, draft and circulate event reports)
- Coordinate speakers for events, including agreeing and inviting speakers, briefings and thank you letters.

¹ Our work is guided and informed by our commitment to and belief in: peace, participation, non-violence, non-partisanship, cooperation, democratic decision-making, transparency, openness, feminism, clear communication, learning, integrity and independence.

Communications (20%)

- Lead GAPS's social media and online presence
- Generate new content for and update the GAPS website
- Analyse social media usage
- Collate and circulate GAPS newsletters
- Develop and maintain a central contacts database for GAPS that is GDPR compliant
- Support internal GAPS communications with GAPS member organisations and governance bodies

Fundraising (10%)

- Research potential donors
- Proofread funding applications and donor reports

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
- Excellent oral communication skills
- Experience of providing logistical support for events
- Attention to detail
- Background in and commitment to gender equality, women and girls' rights, peacebuilding, international development and/or international relations
- Understanding of, and interest in, politics, foreign affairs and/or defence and security policy
- Ability to work independently across multiple workloads and with diverse stakeholders
- Ability to build and maintain successful relationships with stakeholders
- Computer literate, including in Microsoft Outlook, Word, Excel, Wordpress and social media

Desirable criteria

- Experience of working with civil society or government
- Experience of working successfully across different cultures
- Knowledge and understanding of monitoring and evaluation tools
- Experience of writing policy or research documents
- Experience of researching funding opportunities (for a policy and advocacy organisation)
- Experience of developing social media and website content
- Experience of drafting communications plans for specific events or policy documents
- Knowledge of the EU's General Data Protection Regulation (GDPR) and compliance processes
- 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 contexts
- Understanding of working with the UK Government, UK Parliament and/or international institutions
- Experience of working with a formal or informal network
- Experience of being the first point of contact for an organisation or network