

**Gender Action for Peace and Security (GAPS) network
GAPS POLICY ADVOCACY AND COMMUNICATIONS COORDINATOR**

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 Policy Advocacy and Communications Coordinator will support the coordination and development of the GAPS network. The role works closely with the GAPS Director, the GAPS Network Assistant, GAPS member agencies and the All-Party Parliamentary Group on Women, Peace and Security (APPG-WPS). They will coordinate the GAPS network's work as well as: draft some GAPS policy documents; organise and lead some of GAPS's external advocacy; support the work of the APPG-WPS; represent GAPS at external meetings; draft some funding applications; oversee GAPS's communications; line manage the GAPS Network Assistant; and liaise with GAPS members, working groups and GAPS external stakeholders including government, civil society and multilateral representatives.

The ideal candidate will have experience of: policy and advocacy; social media; using their communication and networking skills; working with civil society, government or a multilateral institutions; have a commitment to gender and women and girls' rights; have an interest in peacebuilding, development, humanitarian and/or international relations. This role will suit someone wanting to work with a dynamic and ambitious civil society network, and specifically work 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 Policy Advocacy and Communications Coordinator 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 Director
Proposed start date: February 2020
Location: 49-51 East Road, London, N1 6AH
Working pattern: Full time
Salary level: £27,000 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 PAC Coordinator"
Application deadline: 6pm, Sunday 5th January 2020
Interviews: Week commencing 13th January 2020

Duties and responsibilities

Administration (5%)

- Oversight of GAPS events logistics
- Collaborate on quarterly monitoring, evaluation and learning processes
- Project manage some GAPS projects with GAPS members, including GAPS working groups

Staff management (15%)

- Manage GAPS Network Assistant
- Ensure GAPS Network Assistant has necessary training relevant to their job description and agreed objectives

Fundraising (10%)

- Draft some GAPS funding applications, draft budgets, draft donor reports (financial and narrative)

Governance (5%)

- Support development of GAPS annual plans and monthly activities
- Draft GAPS Management Board and Advisor meeting documents
- Input into GAPS quarterly outcome harvesting process with GAPS Director

Network coordination (5%)

- Draft agendas for GAPS meetings with: members, working groups, GAPS Advisory Board, GAPS Management Committee and other stakeholders.
- Coordinate membership feedback, sign off and sign on to joint GAPS documents
- Build and maintain relationships with GAPS member organisations and representatives
- Uphold values and principles of GAPS in everything we do¹

Policy (25%)

- Support and lead the drafting of GAPS thematic and country specific briefings and reports
- Support and lead, in agreement with the GAPS Director, thematic and country-specific workshops
- Input into new working group ToRs
- Support the management of and input into GAPS working groups, ensuring a range of GAPS members are engaged, that the working groups are line with the GAPS strategy and comply with GAPS procedures.
- Lead on concept note development for GAPS policy documents and events
- Draft some GAPS policy documents
- Develop and implement communications plans for GAPS policy documents and events
- Support the GAPS Network Assistant to develop event and policy briefings
- Maintain and grow relationships with other WPS networks and organisations, especially those in the Global South and diaspora networks

Advocacy (20%)

- Draft letters and emails to civil society, government officials and ministers, and parliamentarians
- Represent GAPS where necessary at external events and meetings, including with government representatives and other NGOs and networks
- Publicly represent GAPS at external meetings
- Deliver some training on gender and Women, Peace and Security to relevant stakeholders
- Attend and prepare for advocacy meetings with decision-makers
- Draft briefings ahead of and for GAPS meetings with government ministers and officials, parliamentarians and other stakeholders
- Build and maintain relationships with the wider GAPS network (non-members)
- Identify opportunities for GAPS members to collaborate on country-specific work
- Strengthen relationships with UK Government officials

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.

All-Party Parliamentary Group on Women, Peace and Security (10%)

- Draft the annual programme of the APPG-WPS that advances the Women, Peace and Security agenda
- Manage relationships and engagement with event co-hosts
- Oversee speaker administration for events, including agreeing and inviting speakers, briefings and thank you letters

Communication (5%)

- Sign off on GAPS newsletter
- Support internal GAPS communications with GAPS members and governance structures
- Update and input into the GAPS comms database, ensuring it is compliant with data protection

December 2019

Person Specification

Essential criteria

- Excellent written communication skills, including demonstrated ability to draft and proof correspondence and policy, advocacy or communications documents
- Experience of drafting event concept notes, invitations and speaker/chair briefings
- Experience of drafting policy, advocacy or research documents
- Experience of working with a civil society, government or multilateral organisation
- Understanding of working with government, parliament and/or international institutions
- Knowledge and understanding of Women, Peace and Security frameworks and how they apply to the international community and government policy and programmes
- Knowledge and understanding of broader international frameworks and commitments relevant to gender equality and women and girls' rights
- 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, women and girls' rights and/or security policy
- Ability to work independently across multiple workloads and with diverse stakeholders
- Excellent oral communication skills
- Experience of organising events
- Experience of working in busy environments and multitasking
- Attention to detail
- Ability to build and maintain successful relationships with stakeholders
- Computer literate, including in Microsoft Outlook, Word, Excel, Wordpress and social media
- Educated to degree level or relevant, equivalent experience

Desirable criteria

- Experience of working successfully across different cultures
- Knowledge and understanding of monitoring and evaluation tools
- Understanding of working with the UK Government and/or UK Parliament
- Experience of working with or within a network and/or coalition
- Experience of researching funding opportunities (for a policy and advocacy organisation)
- Experience of developing social media and website content
- Experience of representing an organisation, including to deliver key messaging
- Experience of drafting communications plans for specific events or policy documents
- Knowledge of the EU's General Data Protection Regulation (GDPR) and compliance processes
- Familiarity with and/or work experience in or on a range of conflict or post-conflict contexts
- Experience of being a key point of contact for an organisation or network
- Some experience of line management, including of volunteers