

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

up to 12 month contract

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 Manager will support the coordination and development of the GAPS network and delivery of the GAPS strategy. The role works closely with the GAPS Director, the GAPS Policy Advocacy and Communication Manager and the GAPS Network Assistant, GAPS member agencies and the All-Party Parliamentary Group on Women, Peace and Security (APPG-WPS).

Candidates with experience, talent and/or potential in: 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 will be welcome. Experience in peacebuilding, development, humanitarian and/or international relations as well as governance and monitoring, evaluation and learning will also be of interest. 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 Manager 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 staff. As a result of COVID-19, this role will likely be home-based with some potential travel, including to the office depend on COVID-19 related restrictions.

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 2021
- Location:** 49-51 East Road, London, N1 6AH
- Working pattern:** Full time, initially 5-6 months contract which will be reviewed towards the end of that period to assess if an extension is required
- Salary level:** £33,949 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 Manager**"

Application deadline: 6pm, Thursday 7th January 2020

Interviews: Week commencing 18th January 2020

Duties and Responsibilities

Administration and possible line management (10%)

- Oversight of GAPS events logistics
- Collaborate on quarterly monitoring, evaluation and learning processes
- Project manage GAPS programmes and projects with donors and/or GAPS members, including GAPS working groups (divided with GAPS Director)
- Possible line management

Fundraising (10%)

- Manage strategic donor relations with GAPS Director (e.g. events with potential donors and communication with donors throughout the year)
- Lead GAPS funding applications, develop budgets, develop reports (financial and narrative) – divided between GAPS PAC Officer and GAPS Director

Governance (10%)

- Support development of GAPS annual plans and monthly activities
- Draft GAPS Management Board and Advisor meeting documents
- Lead GAPS quarterly outcome harvesting process with GAPS Director
- Support, draft documents for and lead parts of the GAPS mid-strategy review

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 GAPS projects (divided with the GAPS director and other GAPS PAC Manager) and events
- Support and lead thematic and country-specific workshops
- Input into new working group ToRs
- Manage and input into GAPS working groups, ensuring a range of GAPS members are engaged (divided with GAPS Director), that the working groups are in line with the GAPS strategy and comply with GAPS procedures.
- Lead on concept note development for GAPS policy documents and events
- Lead on drafting GAPS policy documents (divided with GAPS director, other GAPS PAC Manager and working group co-chairs)
- 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%)

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

- Support and lead GAPS projects (divided with the GAPS director and other GAPS PAC Manager) and events
- Draft letters and emails to Civil Society, Government officials and ministers, and Parliamentarians
- Represent GAPS at external events and meetings, including with Government representatives and other NGOs and networks
- Publicly represent GAPS at external meetings
- Deliver training on gender and Women, Peace and Security to relevant stakeholders
- Attend advocacy meetings with decision-makers
- Develop 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

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

- Develop 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 (10%)

- Lead on the development and implementation of a new GAPS communications strategy
- Lead on communications plans for GAPS policy documents and events
- Support the Network Assistant with any website development
- Sign off on GAPS newsletter
- Support internal GAPS communications with GAPS members and governance structures

December 2020

Person Specification

Essential criteria

- Experience of project management and working with partners
- 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 peace and security issues
- Ability to work independently across multiple workloads and with diverse stakeholders
- Excellent written and oral communication skills, including digital and online communications
- Experience of event organisation and planning, including drafting event Concept Notes, invitations and speaker/chair briefings
- Experience of working in busy environments, multitasking especially in a small team
- Attention to detail
- Ability to build and maintain successful relationships with stakeholders

- Computer literate, including in Microsoft Outlook, Word, Excel and social media
- Demonstration of sharing the GAPS values and principles²

Desirable criteria

- Experience of Women, Peace and Security frameworks and how they apply to the international community and Government policy and programmes
- Educated to degree level or relevant, equivalent experience
- Experience of monitoring and evaluation tools
- Experience of working with or within a network and/or coalition
- Experience of researching funding opportunities
- Experience of developing social media and website content, including working with WordPress
- Experience of representing an organisation, including to deliver key messaging
- Experience of drafting communications plans for projects, 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
- Some experience of line management

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