

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

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 other GAPS Policy Advocacy and Communication Manager and the GAPS Network Assistant, GAPS member agencies and partners, and the All-Party Parliamentary Group on Women, Peace and Security (APPG-WPS).

Candidates with experience, talent and/or potential in: policy and advocacy; using 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 development, peacebuilding and/or humanitarian work will be welcome. Experience in organisational governance and monitoring, evaluation and learning is of interest to us but does not exclude anyone who may be interested in applying. 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 which 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 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. The UK office of Women for Women is moving towards operating a hybrid working model on a permanent basis and while COVID-19 continues this role will be home-based. As COVID government guidelines allow working between the office and remotely will be implemented for all employees

Women for Women International UK is an equal opportunities employer who is continuing to build a diverse and inclusive workforce and embedding this DNA in its culture. We welcome and encourage applications from all interested people with potential.

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.

Job Title:	GAPS POLICY ADVOCACY AND COMMUNICATIONS MANAGER
Reports to:	GAPS Director
Proposed start date:	March 2021
Location:	49-51 East Road, London, N1 6AH
Working pattern:	Full time (12 month contract)
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 – 12 Month Contract**”. If you would also like to apply for the maternity cover please resend your application to ukrecruitment@womenforwomen.org **changing the email subject to “GAPS PAC Manager – Maternity Cover”**

Application deadline: 23.59, Sunday 21st February 2021

Interviews: Week commencing 1st March 2021

Person Specification

Essential criteria

- Ability to demonstrate towards your experience skills effectively coordinating of project deliverables and time management and working with partners
- Ability to demonstrate towards skills of analysing, developing and drafting policy, advocacy or research documents
- Ability to demonstrate understanding and/or skills of policy analysis
- Ability to demonstrate your commitment to women and girls’ rights, development, humanitarian or peacebuilding work.
- Ability to work with multiple stakeholders such as civil society, government or multilateral organisation
- Ability to demonstrate an understanding of working with Government, Parliament and/or international institutions
- Knowledge and understanding of the Women, Peace and Security agenda and frameworks
- Ability to work independently across multiple workloads and with diverse stakeholders
- Excellent written and oral communication skills.
- Ability to demonstrate towards skills of event organisation and planning, including drafting event Concept Notes, invitations and speaker/chair briefings
- Effectively 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
- Demonstration of sharing the GAPS values and principles¹
- Have the right to work in the UK.

Desirable criteria

- Capable of working with or within a network and/or coalition
- Knowledge and understanding of broader international frameworks and commitments relevant to gender equality and women and girls’ rights
- Capable of researching funding opportunities
- Capable of working with WordPress
- Capable of representing an organisation, including to deliver key messaging
- Capable of drafting communications plans for projects, events or policy documents
- Ability to quickly learn the EU’s General Data Protection Regulation (GDPR) and compliance processes
- Familiarity with and/or work/life experience in or on a range of conflict or post-conflict contexts
- People skills to effectively manage key stakeholders, direct reports, performance standards

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.