Gender Action for Peace and Security (GAPS) network

GAPS POLICY ADVOCACY AND COMMUNICATIONS MANAGER

Job Description

Duties and Responsibilities

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
- Coordinate and input into GAPS working groups, ensuring a range of GAPS members are engaged, 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%)
- 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

Administration and possible line management (10%)
- Oversight of GAPS events logistics
- Collaborate on quarterly monitoring, evaluation and learning processes
- Coordinate GAPS programmes and projects with donors and/or GAPS members, including GAPS working groups (divided with GAPS Director)
- Possible line management

Fundraising (10%)
- Building strong relationships with strategic donor 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 Mangers and GAPS Director

Governance (10%)
- Support development of GAPS annual plans and monthly activities
• Draft GAPS Management Board and Advisor meeting documents if required
• Lead GAPS quarterly outcome harvesting process with GAPS Director
• Support, draft documents for and lead parts of the GAPS mid-strategy review

**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
• Establish and maintain effective working relationships and engagement with event co-hosts
• Oversee speaker administration for events, including agreeing and inviting speakers, briefings and thank you letters

**Communication (10%)**
• Oversee GAPS social media communication
• 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

**Network coordination (5%)**
• Draft agendas for GAPS meetings with: members, working groups, GAPS Advisors, GAPS Management Board 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 do

**February 2021**

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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.