

**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 Managers 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 do¹

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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.