

Gender Action for Peace and Security (GAPS) Network

GAPS NETWORK ASSISTANT

Working Pattern: Flexible dependent on business and candidate requirements

Salary Level: £22,500 per annum - regraded based on WfWI salary scale

Duties and responsibilities

Administration (20%)

- Lead the administration for and organisation of GAPS team meetings
- Maintain and update GAPS contact lists and databases to ensure they are accurate and GDPR compliant
- Draft letters and emails to civil society, government officials and ministers, and parliamentarians
- Provide administrative and logistical support for events hosted by GAPS and that GAPS attends, including drafting concept notes and invitations, booking venues, flights and accommodation
- Collaborate on quarterly monitoring, evaluation and learning processes
- Monitor and update GAPS's monthly spend in a tracker
- Provide administrative support for GAPS projects (for example with GAPS members or consultancy contracts)

Network coordination (15%)

- Set up and take minutes at meetings with GAPS members, working groups, Management Board, Advisors and other stakeholders
- Collaborate on preparing GAPS annual plans and monthly activities
- Circulate GAPS Management Board and Advisor meeting documents
- Track actions from minutes between meetings
- Manage ad hoc requests from GAPS members and set up meetings with GAPS members
- Build and maintain relationships with GAPS member organisations and representatives
- Liaise with GAPS members to collate information for GAPS briefings and papers
- Manage the collection of annual membership fees from GAPS member organisations
- Coordinate membership feedback, sign-off and sign-on to joint GAPS documents
- Uphold the values and principles of GAPS in everything we do (see footnote)¹

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

Policy and advocacy (15%)

- Support the development of concept notes and Terms of Reference for GAPS policy documents and events
- Support the development of and lead the administration for GAPS policy communications plans
- Proofread GAPS policy documents
- Collate and prepare information for GAPS policy briefings
- Develop briefings ahead of and for GAPS meetings with government officials and ministers, parliamentarians and other stakeholders
- Draft event and policy briefings in discussion with the GAPS Team
- Maintain and grow relationships with other Women, Peace and Security networks and organisations, especially those in the Global South and diaspora networks
- Research upcoming Women, Peace and Security events
- Attend external meetings and events on behalf of GAPS

All-Party Parliamentary Group on Women, Peace and Security (APPG-WPS) (20%)

- Support the development of the annual programme of the APPG-WPS to advance the Women, Peace and Security agenda
- Liaise with Co-Chairs of the APPG-WPS to develop and deliver the annual programme
- Ensure that the APPG-WPS is compliant with Parliamentary regulations
- Maintain the APPG-WPS contact lists to ensure they are accurate and GDPR compliant
- Manage relationships and engagement with event co-hosts
- Keep APPG-WPS members updated on the work of the APPG-WPS
- Manage logistics and administration for the APPG-WPS and its events (e.g. draft concept notes for events, book rooms, draft and circulate invitations, collate RSVPs, send reminders, draft and circulate event reports)
- Coordinate speakers for events, including agreeing and inviting speakers, briefings and thank you letters.

Communications (20%)

- Lead GAPS's social media and online presence
- Generate new content for and update the GAPS website
- Analyse social media usage
- Collate, draft and circulate GAPS newsletters
- Develop and maintain a central contacts database for GAPS that is GDPR compliant
- Support internal GAPS communications with GAPS member organisations and governance bodies

Fundraising (10%)

- Research potential donors
- Proofread funding applications and donor reports

March 2021.