

Gender Action for Peace and Security (GAPS) network
GAPS NETWORK ASSISTANT

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 Network Assistant will support the coordination and development of the GAPS network. The role works closely with the GAPS Director, the GAPS Policy, Advocacy and Communications Managers, GAPS member agencies and the All-Party Parliamentary Group on Women, Peace and Security (APPG-WPS). They will provide administrative support to the GAPS network as well as: support the development and launch of GAPS policy documents; support the work of the APPG-WPS; update the GAPS website and social media platforms; organise and take minutes at GAPS events; lead on the GAPS network's internal communications with members, working groups and governance bodies.

The ideal candidate will be good at : administration; social media; using their communication and networking skills; working with civil society or government; have a commitment to gender and women and girls' rights; have an interest in peacebuilding, development, and/or international relations. This role will suit someone wanting to gain experience in the day-to-day running of a dynamic and ambitious civil society network, and to grow their knowledge of working 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 Network Assistant 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 Secretariat staff.

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 Policy, Advocacy and Communications Manager
- Proposed start date:** May 2021
- Location:** 49-51 East Road, London, N1 6AH (currently working remotely, hybrid working model when Covid restrictions allow)
- Working pattern:** Flexible dependent on business and candidate requirements
- Salary level:** £22,500 per annum (based on Women for Women International UK's salary scale)
- Application process:** Application form and EDI form to be emailed to ukrecruitment@womenforwomen.org with subject heading "GAPS Network Assistant"
- Application deadline:** 23.59, Wednesday 28th April 2021

Interviews: Week commencing 10th May 2021

Person Specification

Essential criteria

- Proficient at working in an office environment or administrative role
- Proven, strong administrative and record-keeping skills and ability to maintain office systems
- Well developed written communication skills, including the ability to compose, edit and proof correspondence and documents
- Excellent multi-tasking and time management skills
- Ability to work independently as well as part of a team
- Confident oral communication skills
- ability to provide logistical support for events
- Attention to detail
- Demonstrated commitment to gender equality, women and girls' rights, peacebuilding, international development and/or international relations
- Understanding of, and interest in, politics and/or foreign affairs policy
- Ability to work independently across multiple workloads and with diverse stakeholders
- Ability to build and maintain successful relationships with stakeholders
- Computer literate, including in Microsoft Outlook, Word, Excel, Wordpress and social media
- Ability to demonstrate communication skills; manage twitter, experience of drafting newsletters and working with website content.
- Understanding of national and/or international policy or advocacy work

Desirable criteria

- Experience of working with civil society or government
- Proficiency at drafting research, policy or research documents
- Demonstrated ability of event organisation
- Demonstrated knowledge of developing social media and website content
- Knowledge and understanding of Women, Peace and Security frameworks
- Familiarity with and/or work experience in or on a range of conflict or post-conflict contexts
- Understanding of working with the UK Government, UK Parliament and/or international institutions
- Experience of working with a formal or informal network
- Exposure of being the first point of contact for an organisation or network