

Gender Action for Peace and Security (GAPS) Network

GAPS DIRECTOR

Working Pattern: Full time

Salary Level: £53,560

Main Responsibilities:

The GAPS Director will grow and lead GAPS' strategic direction, funding and impact by:

- Delivering the ambitious GAPS strategy and developing the next GAPS strategy;
- Identifying national and global opportunities for partnership, profile and impact;
- Grow GAPS funding, resources and capacity;
- Ensure GAPS is a compliant, accountable, funded network;
- Ensure GAPS is institutionalised within member organisations as well as UK and global civil society;
- Build on and expand GAPS' stakeholder relationships in the UK and globally;
- Ensure GAPS abides by its values;
- Represent GAPS at national and global Women, Peace and Security fora.

Duties and Responsibilities

Staff Management (10%)

- Ensure GAPS staff deliver their duties and responsibilities in line with the GAPS strategy
- Ensure GAPS staff have the necessary training relevant to their job descriptions and agreed objectives
- Line Manage GAPS PAC Managers
- Counter-signer GAPS' Network Assistant annual work programme and performance review
- Draft agendas for GAPS Team meetings
- Ensure opportunities are shared between the GAPS team

Governance (10%)

- Ensure the effective implementation of the GAPS strategy, based on good practice and changing UK and global geo-politics and opportunities
- Lead the development of a new GAPS strategy when required and any mid-strategy reviews
- Ensure GAPS is fully resourced to implement the GAPS strategy, including by developing, updating and maintaining the three-year GAPS budget
- Ensure the GAPS Management Board can support the implementation of the GAPS strategy as well as its strategic direction.
- Draft and sign-off on GAPS Management Board meeting documents

- Ensure GAPS meets its obligations under the hosting agreement with its host organisation (currently Women for Women International)
- Lead the development of GAPS annual plans and monthly planning meetings in line with the GAPS strategy
- Ensure GAPS Monitoring, Evaluation and Learning is based on good practice and meets the needs of the organisation, including demonstrating success and learning against the GAPS strategy and global geo-political changes
- Develop the GAPS annual report to a high standard to demonstrate GAPS impact
- Ensure GAPS policies and producers meet GAPS requirements and are in line with good practice
- Lead and advance GAPS anti-racism plans.

Fundraising and Donor Relations (25%)

- Develop and implement a GAPS fundraising plan
- Manage strategic donor relations, with PAC Managers
- Lead GAPS funding applications, develop budgets, financial and narrative reports and donor relations (divided with GAPS PAC Officer) to meet the GAPS resourcing needs
- Ensure GAPS fundraising and donor reporting is compliant with GAPS hosting agreement with Women International UK

Policy and Advocacy (35%)

- Identify national and global opportunities for GAPS to implement its strategy
- Publicly represent GAPS at external meetings
- Maintain and develop external relations in UK and internationally, with relevant partners NGOs and networks, policy makers, politicians, multi-lateral agencies and the media.
- Expand, build and maintain relations with the wider GAPS network (non-members) to further GAPS reach and impact
- Identify strategic opportunities to deliver recommendations to decision-makers in line with the GAPS strategy
- Build and maintain relationships with organisations in the “global South” and diaspora organisations
- Further develop GAPS global reputation as a center of expertise on Women, Peace and Security
- Identify opportunities for GAPS members to undertake joint country-specific work
- Ensure GAPS structures deliver effectively to achieve the GAPS strategy, including by maintaining and developing GAPS working groups and agreeing and overseeing working group annual plans
- Project manage and input into GAPS working groups, ensuring a range of GAPS members are engaged (divided with PAC Managers)
- Develop some GAPS policy documents and briefings
- Sign off on all GAPS policy Concept Notes, policy papers, comms plans, and formal communication (letters and policy documents) with civil society, ministers, parliamentarians and government officials
- Identify opportunities for and deliver training to relevant stakeholders

Network Coordination and Membership (10%)

- Ensure GAPS is coordinated effectively to deliver the GAPS strategy, including delivering impact for GAPS members
- Expand, build and maintain relations with GAPS members, including SMT members in GAPS member organisations.
- Ensure members are engaged in GAPS policy and advocacy work
- Ensure GAPS members receive streamlined and clear communications from GAPS
- Ensure GAPS member meetings deliver for the GAPS member needs
- Ensure actions from GAPS member and Management Board meetings are implemented
- Identify opportunities to develop projects with GAPS members
- Uphold GAPS values and principles in everything GAPS does¹

APPG (5%)

- Ensure the APPG-WPS delivers on the GAPS strategy through signing off on and supporting the annual APPG plan, including liaising with Co-Chairs and members when required
- Identify new opportunities for the APPG in line with the GAPS strategy
- Maintain relationships with parliamentarians and APPG members where necessary
- Represent GAPS at the APPG when required
- Sign off on briefings when required

Comms (5%)

- Ensure the GAPS comms strategy and plans support the GAPS organisational strategy
- Sign off on GAPS website content

May 2021

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.