

**Gender Action for Peace and Security (GAPS) network
GAPS Director**

Permanent contract

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 Director will lead the GAPS network and delivery of the GAPS strategy. The role works closely with the GAPS Management Board, GAPS Policy Advocacy and Communication Managers, the GAPS Network Assistant, GAPS member agencies, partners and the All-Party Parliamentary Group on Women, Peace and Security (APPG-WPS).

Candidates with experience, talent and/or potential in policy and advocacy; social media; using their networking skills; working and building relationships with civil society, government or a multilateral institutions; have a commitment to gender and women and girls' rights; leading an organisation or part of an organisation; will be welcome. Experience in women and girls' rights, peacebuilding, development, humanitarian and/or international relations as well as governance and monitoring, evaluation and learning will also be of interest. This role will suit someone wanting to lead with a dynamic and ambitious civil society network, and specifically work on international women and girls' rights and/or peace and security policy. Expertise on Women, Peace and Security and working to influence decision-makers is welcomed.

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 Director 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 staff. As a result of COVID-19, this role will likely be home-based with some potential travel, including to the office depend on COVID-19 related restrictions.

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 Management Board Chair who is the Executive Director of Women for Women International UK
- Proposed start date:** June 2021
- Location:** 49-51 East Road, London, N1 6AH (currently working remotely, hybrid working model when Covid restrictions allow)
- Working pattern:** Full time
- Salary level:** £53,560 per annum (based on Women for Women International UK's salary scale)

Application process:

- Please complete the Application Form and Diversity Monitoring Form, and if you would like to share anything else to support your submission please do so with a short cover letter and send to ukrecruitment@womenforwomen.org . If you would like to submit your application another way, please contact us
- If you would like to learn more about this vacancy, we are hosting a Q&A session **on Tuesday 18 May at 1pm** If you want to attend this session please email ukrecruitment@womenforwomen.org to register

Application deadline: 6pm, 1st June 2021

Interviews: w/c 14th June 2021

Person Specification

Essential criteria

- Ability to demonstrate having led a small organisation or part of an organisation, including ability to develop and implement an organisational strategy and led annual planning processes
- Ability to demonstrate project and programme management and working with multiple partners
- Ability to lead fundraising, including government, trust, foundation and multilateral agency applications
- Ability to manage budgets, including from multiple donors
- Ability to draft, review and sign-off policy, advocacy or research documents
- Ability to build and maintain successful relationships with multiple stakeholders
- Ability to work with a civil society, government, parliament or multilateral organisations
- Experience of representing an organisation, including to deliver key messaging
- Experience of line management
- Knowledge and understanding of Women, Peace and Security frameworks and how they apply to the international community and Government policy and programmes
- Knowledge and understanding of broader international frameworks and commitments relevant to gender equality and women and girls' rights
- Familiarity with and/or work experience in or on a range of conflict or post-conflict contexts
- Ability to lead donor reporting and donor relationships, including with governments, trusts and foundations and multilateral agencies
- Excellent written and oral communication skills, including digital and online communications
- Ability to demonstrate overseeing event organisation and planning
- Attention to detail and ability to work independently across multiple workloads and with diverse stakeholders
- Experience of working in busy environments, multitasking especially in a small team
- Computer literate, including in Microsoft Outlook, Word, Excel and social media
- Demonstration of sharing the GAPS values and principles¹

Desirable criteria

- Experience of monitoring and evaluation tools
- Experience of working with or within a network and/or coalition
- Experience of drafting communications plans for projects, events or policy documents
- Knowledge of the EU's General Data Protection Regulation (GDPR) and compliance processes

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.