

**JOB DESCRIPTION**

<b>Job Title:</b>	GAPS Director
<b>Location:</b>	London
<b>Reporting to:</b>	Chair of the GAPS Management Board
<b>Salary range:</b>	£49,000 – 60,000
<b>Contract terms and hours:</b>	Open contract. Standard working week is 37.5 hours
<p><b>Background</b></p> <p>Gender Action for Peace and Security (GAPS) is the UK’s Women, Peace and Security (WPS) civil society network. We are a membership organisation of 19 multi-mandate international NGOs, peacebuilding organisations, women’s rights organisations and human rights organisations. GAPS is hosted by Saferworld from March 2022 to March 2025 in principle.</p> <p>GAPS was founded to progress the United Nations Security Council Resolution 1325 on Women, Peace and Security. Our role is to promote, and hold the UK Government to account on its international commitments to women and girls in conflict areas worldwide. GAPS does this by working with GAPS members and global partners.</p> <p>Through its collaborative advocacy, campaigning and research, GAPS highlights the realities of women and girls living in conflict-affected countries to decision-makers and practitioners and to promote their participation at all levels. GAPS uses the combined strength and expertise of the members of the network to push for national and global action on women and girls’ rights in conflict to ensure their voices are heard, listened to, and acted upon. GAPS also works with partners from conflict-affected countries.</p> <p>GAPS is dedicated to promoting, facilitating and monitoring the inclusion of gender perspectives in all aspects of UK Government and global peace and security policy and practice, and work in close partnership with civil society, governments, academics, and multilateral institutions to achieve this. Additionally, by providing the secretariat for the All-Party Parliamentary Group on Women, Peace and Security, GAPS ensures that progress on WPS benefits from the influence and scrutiny of UK Parliamentarians.</p> <p>GAPS operates across a variety of policy areas in the UK and globally, these include the National Action Plan (NAP) on WPS. GAPS also works on, and responds to global issues such as COVID-19, displacement and conflict prevention. With the expertise of GAPS members and global partners, it promotes strong advocacy from civil society through coordinated action.</p> <p>The work of GAPS is coordinated by our staff with support from members and overseen by its management board.</p>	
<p><b>Job purpose</b></p> <p>The GAPS Director leads the GAPS network and delivery of the GAPS strategy. The role works closely with the GAPS Management Board, GAPS Team (currently made up of two Policy Advocacy and Communication (PAC) Managers and one PAC Officer), GAPS member organisations, partners and the All-Party Parliamentary Group on Women, Peace and Security (APPG-WPS).</p> <p>The GAPS Director will grow and lead GAPS’ strategic direction, funding and impact by:</p> <ul style="list-style-type: none"> <li>• Developing, delivering and monitoring an ambitious GAPS strategy;</li> <li>• Identifying national and global opportunities for partnership, profile and impact;</li> </ul>	

- Growing GAPS funding, resources and capacity;
- Ensuring GAPS is a compliant, accountable network;
- Ensuring GAPS is institutionalised within member organisations as well as UK and global civil society;
- Building on and expanding GAPS' stakeholder relationships in the UK and globally;
- Representing GAPS at national and global Women, Peace and Security fora.

The post-holder will be committed to feminist, anti-racist and inclusive ways of working, with a strong understanding of working in multi-cultural settings and accompanying women's organisations, people and processes, including in conflict settings. They will lead GAPS team and members to increase their influence and impact through strategic WPS advocacy and lead on the development of advocacy strategies and tools that can be used to effectively influence change at all levels but with a focus of UK Government's work in countries and at central level.

## **Roles 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
- Ensure opportunities are shared between the team
- Cultivate positive team culture and ways of working in line with GAPS values.

### **Governance and strategic direction (15%)**

- Ensure the effective development, implementation & Monitoring, Evaluation and Learning (MEL) of the GAPS strategy, based on good practice and changing global geo-politics and opportunities
- Ensure GAPS is resourced including by developing and maintaining the three-year budget and fundraising strategy
- Lead the development of GAPS annual plans and monthly activities in line with the GAPS strategy
- Ensure the GAPS Management Board can support the implementation of the GAPS strategy as well as its strategic direction
- Ensure GAPS meets its obligations under the hosting agreement with Saferworld
- Ensure GAPS policies and procedures meet GAPS requirements and are in line with good practice
- 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

### **Fundraising and Donor Relations (25%)**

- Develop and implement a GAPS fundraising strategy
- Manage strategic donor relations
- Lead GAPS funding applications, develop budgets, financial and narrative reports and donor relations – along with the rest of the GAPS team - to meet the GAPS resourcing needs
- Ensure GAPS fundraising is compliant with the practices of the host organisation.

### **Policy and Advocacy (30%)**

- Identify national and global opportunities for GAPS to implement its strategy
- Publicly represent GAPS at high level meetings
- Maintain and develop external relations in UK and globally, with relevant NGOs and networks, policy makers, politicians, and the media
- Expand, build and maintain relations with the wider WPS network (non-GAPS 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 centre of excellence 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
- Develop 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 (10%)**

- Ensure GAPS is coordinated effectively to deliver the GAPS strategy, including by delivering impact for GAPS members
- Expand, build and maintain relations with GAPS members, including SMT members in GAPS member organisations
- Retain and grow the membership of GAPS
- 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 Governance meetings are implemented
- Identify opportunities to develop projects with GAPS members
- Uphold GAPS values and principles in everything GAPS does<sup>1</sup>

#### **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%)**

- Oversee the GAPS communications strategy and plans and ensure these support the GAPS organisational strategy
- Sign off on GAPS website content

#### **Key working relationships**

- GAPS Management Board
- GAPS Member Organisations
- UK Government and other relevant stakeholders
- Saferworld's Programmes & PS&L team
- Saferworld's Research and PAC teams: work collaboratively on WPS and gender advocacy towards national, regional and international decision-making processes; and sharing

<sup>1</sup> Our work is guided and informed by our commitment to and belief in: peace, participation, non-violence, non-partisanship, cooperation, democratic decision-making, transparency, openness, feminism, clear communication, learning, integrity and independence.

information, providing advice and guidance in relation to own specialist thematic knowledge as per GAPS' strategic interests and areas.

- Colleagues in fundraising, finance and operations.

**Scope and accountability**

**Decision making and limits of authority**

The post-holder is expected to demonstrate senior strategic leadership and innovation in order to contribute to the achievement of GAPS' strategic objectives and cross-cutting priorities. The post-holder is a senior member of staff with responsibility for ensuring appropriate and timely WPS policy & programmes design implementation and MEL; and for overseeing GAPS fundraising, membership, external influencing and representation.

**Financial resources**

Budget and financial management responsibility over the organisation's budget, and oversight of reporting and compliance.

**Other resources**

Responsible for cross-network and organisational information-sharing and lessons learning resources, training materials and programming guidelines.

**People management**

Expected to set the framework for leadership and team identity, in accordance with Saferworld management standards and values.

Management, pastoral care/mentoring and strategic oversight of GAPS Team. Direct Line management of more senior members of GAPS staff.

**Legal, regulatory and compliance responsibility**

Responsible for all donor compliance and compliance with host organisation's systems as part of project implementation and donor relations.

**Person specification**

**Skills and knowledge**

- Ability to demonstrate having led a small organisation or part of an organisation, including ability to develop and implement an organisational strategy and lead annual planning processes
- Ability to demonstrate project and programme management and working with multiple partners
- Demonstrable experience of working with partners in ways that reflect the feminist and anti-racist principles of power-sharing and accompaniment
- Ability to lead fundraising, including government, trust, foundation and multilateral agency applications
- Ability to manage budgets, including from multiple donors
- Proven experience developing and implementing policy and advocacy strategies that influence/bring about significant policy or practice change
- 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
- Ability to manage staff, empower and motivate a team, and develop collaborative cross-organisational teams and external coalitions in a way that reflects the principles of power-sharing and accompaniment
- 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 communication skills, with clear strategies for working remotely with colleagues and partners and clear ability to write well (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 developing and utilising monitoring and evaluation tools
- Experience of working in busy environments, multitasking especially in a small team
- Knowledge of the EU's General Data Protection Regulation (GDPR) and compliance processes
- Computer literate, including in Microsoft Outlook, Word, Excel and social media

#### **Personal qualities**

- Self-motivated and persistent in the face of complex challenges
- Able to manage multiple and complex priorities at once and prioritise work to deliver on objectives effectively.
- Leadership ability and skills in delegation, coaching and providing critical but constructive challenge.
- Personable, empathetic and able to develop excellent working relationships and collaborate with staff around the world
- Commitment to and compliance with Saferworld's (GAPS' host organisation) safeguarding principles
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work
- Commitment to own continuing personal and professional development
- Commitment to the vision, mission and values of Saferworld (GAPS' host organisation)

#### **Application process**

**To apply:** Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to Marie Aziz at [jobs@saferworld.org.uk](mailto:jobs@saferworld.org.uk) (Ref: DGAPS)

**Deadline for applications: 15 May 2021**

We only accept completed application forms; please do not send your CV.