

JOB DESCRIPTION

Job Title:	GAPS Policy, Advocacy & Communications Manager (maternity cover)
Location:	London
Reporting to:	GAPS Director
Salary range:	£33,000 - £37,000
Contract terms and hours:	Fixed contract – 1 year. Standard working week is 37.5 hours

Background

Gender Action for Peace and Security (GAPS) is the UK's Women, Peace and Security 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.

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.

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.

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 Women, Peace and Security benefits from the influence and scrutiny of UK Parliamentarians.

GAPS operates across a variety of policy areas in the UK and globally, these include the National Action Plan (NAP) on Women, Peace and Security. 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.

The work of GAPS is coordinated by our staff with support from members and overseen by its management board.

Job purpose

The Policy, Advocacy & Communication (PAC) Manager leads on the design, implementation and MEL of specific GAPS projects and thematic functions and supports the team in the development, delivery and MEL of GAPS' strategy.

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 support GAPS 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 on UK government work in countries and at central level.

Roles and responsibilities

Policy (25%)

- Support and lead the drafting of GAPS thematic and country-specific briefings and reports.
- Support and lead specific GAPS projects and events.
- Lead on all specific project design, management and delivery & MEL. Lead on quarterly/annual financial and narrative reporting for donor-funded projects, directed and approved by GAPS Director.
- Support and lead thematic and country-specific workshops.
- Input into new working group Terms of References (ToRs).
- Support and lead on drafting GAPS position papers on specific areas of GAPS work.
- Coordinate and input into GAPS working groups, ensuring a range of GAPS members are engaged, that the working groups are in line with the GAPS strategy and comply with GAPS position papers and procedures. Support and lead on concept note development for GAPS policy documents and events.
- Support and lead on drafting GAPS policy documents.
- Develop and implement communications plans for GAPS policy documents and events.
- Support the GAPS PAC Officer to develop event and policy briefings.
- Maintain and grow relationships with other WPS networks and organisations, especially those in the Global South and diaspora networks.
- Provide technical WPS input internally to GAPS team and relevant external stakeholders, GAPS members and GAPS partners as needed.

Advocacy (20%)

- Support and lead on GAPS projects and events.
- Draft letters and emails to Civil Society, Government officials and ministers, and Parliamentarians.
- Represent GAPS at external events and meetings, including with Government representatives and other NGOs and networks.
- Publicly represent GAPS at external meetings.
- Support and lead on dissemination of policy reports and briefings to relevant stakeholders.
- Attend advocacy meetings with decision-makers.
- Develop briefings ahead of and for GAPS meetings with government ministers and officials, parliamentarians and other stakeholders.
- Build and maintain relationships with the wider GAPS network (non-members).
- Identify opportunities for GAPS members to collaborate on country-specific work.
- Strengthen relationships with UK Government officials.
- Develop relationships with global WPS officials and relevant global stakeholders.
- Engage with the wider NGO and policy community in relation to the field.

Administration and line management (10%)

- Oversee GAPS events logistics.
- Collaborate on quarterly monitoring, evaluation and learning processes.
- Coordinate GAPS programmes and projects between donors and/or GAPS members, including GAPS working groups.
- Seek opportunities for staff development or training as needed.

Fundraising (10%)

- Build strong relationships with strategic donors with GAPS Director (e.g. events with potential donors and communication with donors throughout the year).
- Support and lead on the development of GAPS funding applications, project development and budgets.
- Lead on quarterly/annual financial and narrative reporting for donor-funded project, directed and approved by GAPS Director.

Governance (10%)

- Support development of GAPS annual plans and monthly activities.
- Draft GAPS Management Board meeting documents if required.
- Support GAPS quarterly MEL outcome harvesting process.
- Support, draft documents for and lead parts of the GAPS mid-strategy review.

All-Party Parliamentary Group on Women, Peace and Security (5%)

- Support the development of the annual programme of the APPG-WPS that advances the Women, Peace and Security agenda.
- Support the GAPS team in establishing and maintaining effective working relationships and engagement with event co-hosts and APPG co-chairs.

Communication (15%)

- Lead and oversee GAPS social media communication.
- Lead on communications plans for GAPS policy documents and events.
- Support the PAC Officer with website development.
- Support internal GAPS communications with GAPS members and Management Board.

Network coordination (5%)

- Support and lead drafting agendas for GAPS meetings with members, working groups, GAPS Management Board and other stakeholders.
- Coordinate membership feedback, sign off and sign on to joint GAPS documents.
- Build and maintain relationships with GAPS member organisations and representatives.
- Uphold values and principles of GAPS.

Key working relationships

- **GAPS Member Organisations**
- **UK Government and other relevant stakeholders:** Sign-off required for official above Heads of Teams, Ministers, SpAds. Comms below will relate to existing project or be directed by GAPS Senior Management Team.
- **Donors:** PAC Manager is responsible for donor-specific communications linked to projects they lead on, and as allocated by GAPS Director.
- **Saferworld's Programmes & PS&L team.**
- **Saferworld's Research and Policy teams:** work collaboratively on WPS and gender advocacy towards national, regional and international decision-making processes; and sharing 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 show leadership within the organisation and will be asked to have a good level of analytical thinking, creative thinking and problem-solving capacities. This includes designing, implementing and monitoring projects and thematic area initiatives and developing new ideas and approaches specific to GAPS policy and practice.
Financial resources	Budget and grant/financial management of specific PAC Manager-led projects under the oversight of the Director.
Other resources	Responsible for cross-network and organisational information-sharing and lesson learning resources, training materials and programming guidelines.
People management	Possible management of GAPS PAC Officer could be included in this position. These may change according to team size, needs, etc.
Legal, regulatory and compliance responsibility	Responsible for internal and donor compliance as part of project implementation and donor relations.

Person specification

Knowledge, qualifications and experience

- Proven and demonstrable knowledge and understanding of WPS in the UK and/or globally and in the aid sector broadly.
- Proven experience of designing, developing and implementing WPS policy and programmes – preferably in conflict-affected contexts.
- Demonstrable knowledge and understanding of international development, peacebuilding, conflict, and/or humanitarian policy, with particular expertise in gender sensitivity and mainstreaming of the WPS agenda.
- Proven experience of designing, developing and implementing research, policy/advocacy & programmes.
- Demonstrable experience working in advocacy, government relations, or other influencing roles.
- Proven experience developing and implementing international advocacy strategies and campaigns that bring about policy or practice impact.
- Demonstrable experience of working with partners in ways that reflect the feminist and anti-racist principles of power-sharing and accompaniment of humanitarian, peacebuilding or commercial programmes, initiatives or institutions.
- Demonstrable experience of developing agendas and content for strategic planning workshops, and facilitation of same.
- Experience in mainstreaming gender and gender sensitivity in programmes, research and analysis.
- Experience in providing professional advice with a focus on supporting institutional change to support the integration of the application of the WPS agenda for humanitarian agencies, multilateral bodies and/or governments.
- Demonstrable knowledge and understanding of the WPS agenda's application in international development, peacebuilding and conflict prevention, with particular expertise in supporting the integration of conflict sensitivity into development, humanitarian and peacebuilding.

Skills and abilities

- Excellent written and spoken English. Knowledge of a second language desirable.
- Excellent communication skills, with clear strategies for working remotely with colleagues and partners.

- Demonstrable ability to write briefings and articles for internal/external audiences, as well as communicate in other forms, such as blogs (desirable).
- Strong analytical skills.
- Well-organised, flexible and self-motivated, with the ability to manage competing demands and prioritise workloads to meet multiple deadlines.
- Research skills, including experience in reviewing literature and preparing well referenced research and analysis.
- A 'can-do' attitude, problem-solving oriented approach.
- Proven ability to work alongside, and to learn from, a wide range of people and organisations, including Southern partners (governments and civil society organisations)
- Proven negotiation and influencing skills.
- Ability to develop strategies and translate strategy into practice.
- 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.
- Excellent facilitation skills and workshop planning and development skills.

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 and with a considerable degree of independence.
- Self-starter who can relate to teams, identify what's needed and take initiative on tasks relating to the post/expertise.
- Personable, empathetic and able to develop excellent working relationships and collaborate with staff around the world.
- Commitment to and compliance with Saferworld's 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 GAPS.

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 (Ref: DGAPS)

Deadline for applications: 23:59 on Wednesday 10th August 2022

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