

JOB DESCRIPTION

Job Title:	GAPS Policy, Advocacy and Communications Officer
Location:	London
Reporting to:	Policy, Advocacy and Communications Manager
Salary:	A competitive INGO Salary will be offered
Contract terms and hours:	1-year full time contract - renewable subject to funding This is a full-time role.

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 for, 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 promotes 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's 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.

GAPS is hosted by one of our member agencies, Saferworld. Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. The GAPS Network Assistant would be expected to work within the framework of GAPS and Saferworld core values, which can be seen here. Saferworld is the legal employer of GAPS Secretariat staff.

Job purpose:

The ideal candidate will have experience of: policy and advocacy; social media; using their communication and networking skills; working with civil society, government or a multilateral institutions; have a commitment to gender and women and girls' rights; have an interest in peacebuilding, development, humanitarian and/or international

relations. This role will suit someone wanting to work with a dynamic and ambitious civil society network, and specifically work on international women and girls' rights and/or peace and security policy.

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

Roles and responsibilities: 10

Administration (10%)

- Oversight of GAPS events logistics
- Collaborate on quarterly monitoring, evaluation and learning processes
- Support project manage some GAPS projects with GAPS members, including GAPS working groups
- Support programme logistics for the LEAP4Peace project, including planning and supporting international delegations and events and monitoring and evaluation

Fundraising (10%)

- Support drafting some GAPS funding applications, draft budgets, draft donor reports (financial and narrative)
- Support the PAC Manager drafting donor reporting for the LEAP4Peace programme (financial and narrative)

Governance (5%)

- Support development of GAPS annual plans and monthly activities
- Draft GAPS Management Board and Advisor meeting documents
- Input into GAPS quarterly outcome harvesting process with GAPS Director

Network coordination (5%)

- Draft agendas for GAPS meetings with: members, working groups, GAPS Advisory Board, GAPS Management Committee 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 in everything we do

Policy (30%)

- Support and lead the drafting of GAPS thematic and country specific briefings and reports
- Support and lead, in agreement with the GAPS Director, thematic and country-specific workshops
- Input into new working group ToRs
- Support the management of and input into GAPS working groups, ensuring a range of GAPS members are engaged, that the working groups are line with the GAPS strategy and comply with GAPS procedures.
- Lead on concept note development for GAPS policy documents and events
- Draft some GAPS policy documents
- Develop and implement communications plans for GAPS policy documents and events
- Support the GAPS Network Assistant 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
- Support and lead the development of policy documents and knowledge products for the LEAP4Peace programme

Advocacy (25%)

- Draft letters and emails to civil society, government officials and ministers, and parliamentarians
- Represent GAPS where necessary at external events and meetings, including with government representatives and other NGOs and networks
- Publicly represent GAPS at external meetings
- Deliver some training on gender and Women, Peace and Security to relevant stakeholders
- Attend and prepare for advocacy meetings with decision-makers
- Draft 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

All-Party Parliamentary Group on Women, Peace and Security (10%)

- Draft the annual programme of the APPG-WPS that advances the Women, Peace and Security agenda
- Manage relationships and engagement with event co-hosts

- Oversee speaker administration for events, including agreeing and inviting speakers, briefings and thank you letters

Communication (5%)

- Sign off on GAPS newsletter
- Support internal GAPS communications with GAPS members and governance structures
- Update and input into the GAPS comms database, ensuring it is compliant with data protection

Key working relationships

- GAPS Member Organisations
- UK Government and other relevant stakeholders
- LEAP4Peace Consortium members and relevant associated stakeholders
- Saferworld’s Programmes & PS&L
- Saferworld’s, Programme, 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	<ul style="list-style-type: none"> • Responsible for allocated policy, advocacy and programme activities as directed by the Policy, Advocacy and Communications manager and GAPS director
Financial resources	<ul style="list-style-type: none"> • Keeps track of the financial activities and expenditure within the budget
Other resources	<ul style="list-style-type: none"> • Responsible for the maintenance of online platforms and shared inboxes
People management	N/A
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • GDPR • Counter- terror lists checks • Responsibility for performing SDN checks on partners for compliance with CT laws and SW contracts.

Person specification

Knowledge, qualifications and experience

- Experience of working with a civil society, government or multilateral organisation
- Understanding of working with government, parliament and/or international institutions
- Understanding of working with the UK Government and/or UK Parliament
- 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
- Background in and commitment to gender equality, women and girls' rights, peacebuilding, international development and/or international relations
- Understanding of, and interest in, politics, foreign affairs, women and girls' rights and/or security policy
- Experience of drafting event concept notes, invitations and speaker/chair briefings
- Experience of drafting policy, advocacy or research documents
- Experience of working successfully across different cultures
- Experience of working with or within a network and/or coalition
- Experience of researching funding opportunities (for a policy and advocacy organisation)
- Experience of developing social media and website content
- Experience of representing an organisation, including to deliver key messaging
- Experience of drafting communications plans for specific events or policy documents
- Experience of being a key point of contact for an organisation or network
- Knowledge of the EU's General Data Protection Regulation (GDPR) and compliance processes
- Knowledge and understanding of monitoring and evaluation tools
- Educated to degree level or relevant, equivalent experience

Skills and abilities

- Excellent written communication skills, including demonstrated ability to draft and proof correspondence and policy, advocacy or communications documents
- Excellent oral communication skills
- Experience of organising events
- Experience of working in busy environments and multitasking •
- Attention to detail •
- Ability to build and maintain successful relationships with stakeholders
- Computer literate, including in Microsoft Outlook, Word, Excel, Wordpress and social media
- Ability to work independently across multiple workloads and with diverse stakeholders

Personal qualities

- 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 Saferworld

Other requirements

- This role may require some international travel

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

Deadline for applications:

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