

**JOB DESCRIPTION**

<b>Job Title:</b>	GAPS Policy, Advocacy and Communications (PAC) Officer
<b>Location:</b>	London
<b>Reporting to:</b>	GAPS Director
<b>Salary</b>	£31,337 - UK Salary Scale, Grade D0
<b>Contract terms and hours:</b>	Open contract. 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 GAPS PAC Officer will work within the GAPS team to support and strengthen the scope and quality of work and to ensure that PAC recommendations & initiatives are grounded in evidence, members' priorities, and experiences from women and WROs conflict-affected contexts. This will be through:

- Supporting the design, planning, delivery and reporting of GAPS PAC work to deliver GAPS strategy
- Assist the GAPS team in managing complex projects, assignments and proposals efficiently in line with relevant timelines, including supporting research, analysis, drafting, reporting and invoicing.
- Lead GAPS Administration and network coordination, including that related to the APPG on WPS

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 support 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.

## **Duties and responsibilities**

### **Administration (20%)**

- Lead the administration for and organisation of GAPS team meetings
- Maintain and update GAPS contact lists and databases to ensure they are accurate and GDPR compliant
- Draft letters and emails to civil society and GAPS members and communicate with GAPS' member representatives
- Draft letters and emails to government officials, ministers and parliamentarians
- Provide administrative and logistical support for events hosted by GAPS and that GAPS attends, including drafting concept notes and invitations, booking venues, flights and accommodation
- Collaborate on quarterly monitoring, evaluation and learning processes
- Monitor and update GAPS's monthly spend in a tracker
- Provide administrative support for GAPS projects (for example with GAPS members or consultancy contracts)
- Support the development of GAPS annual and monthly planning

### **Network coordination (15%)**

- Set up and take minutes at meetings with GAPS members, working groups, Management Board, and other stakeholders
- Circulate GAPS Management Board and Members meeting documents
- Track actions from minutes between meetings
- Manage ad hoc requests from GAPS members and set up meetings with GAPS members
- Build and maintain relationships with GAPS member organisations and representatives
- Liaise with GAPS members to collate information for GAPS briefings and papers

- Manage the collection of annual membership fees from GAPS member organisations
- Coordinate membership feedback, sign-off and sign-on to joint GAPS documents
- Uphold the values and principles of GAPS in everything we do (see footnote)<sup>1</sup>

### **Policy and advocacy (15%)**

- Support the development of concept notes and Terms of Reference for GAPS policy documents and events
- Support the development of and lead the administration for GAPS policy communications plans
- Proofread GAPS policy documents
- Collate and prepare information for GAPS policy briefings
- Support the drafting and research for briefings ahead of and for GAPS senior staff members meetings with government officials, ministers and parliamentarians
- Research for and assist in drafting event and policy briefings in discussion with the GAPS Team
- Maintain and grow relationships with other Women, Peace and Security networks and organisations, especially those in the Global South and diaspora networks
- Research upcoming Women, Peace and Security events & policy development
- Attend external meetings and events on behalf of GAPS
- Administrate and support with the development and implementation of emergency advocacy protocols & processes for GAPS

### **All-Party Parliamentary Group on Women, Peace and Security (APPG-WPS) (20%)**

- Support the development of the annual programme of the APPG-WPS to advance the Women, Peace and Security agenda
- Support the GAPS Team in the implementation of events & policy initiatives with the APPG-WPS
- Ensure that the APPG-WPS is compliant with Parliamentary regulations
- Maintain the APPG-WPS contact lists to ensure they are accurate and GDPR compliant
- Manage relationships and engagement with event co-hosts
- Keep GAPS members updated on the work of the APPG-WPS
- Manage the APPG Secretariat inbox and disseminate information as needed
- Manage logistics and administration for the APPG-WPS and its events (e.g. draft concept notes for events, book rooms, draft and circulate invitations, collate RSVPs, send reminders, draft and circulate event reports, coordinate speakers for events, including agreeing and inviting speakers, briefings and thank you letters).

### **Communications (20%)**

- Social media: Lead GAPS's social media and online presence, generate new content for and update the GAPS website, analyse social media usage
- Collate, draft and circulate GAPS newsletters
- Develop and maintain a central contacts database for GAPS that is GDPR compliant
- Manage GAPS shared inbox and disseminate information where necessary
- Support internal GAPS communications with GAPS member organisations and management board

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<sup>1</sup>GAPS work will be guided and informed by our commitment to and belief in: peace, participation, representation, non-violence, non-partisan, cooperation, democratic decision-making, transparency, openness, intersectional feminism, anti-racism, equality, clear communication, learning, integrity and independence.

**Fundraising (5%)**

- Assist in the development and implementation of fundraising strategy, including by researching potential donors and scanning funding opportunities  
Supporting the drafting of funding applications and donor reports

**Compliance (5%)**

- Conduct counter-terror lists checks (including SDN checks) on consultants and partners for compliance with CT laws and GAPS contracts, with support from host organisation
- Ensure GAPS is compliant with GDPR regulations, with support from host organisation

**Key working relationships**

- **GAPS Member Organisations**
- **UK Government and other relevant 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**

<b>Decision making and limits of authority</b>	The post-holder is expected to contribute to analytical thinking, research and drafting and creative thinking and problem solving in specific areas within GAPS strategy.
<b>Financial resources</b>	Managing expenditure for activities and conferences in line with workplan.
<b>Other resources</b>	Responsible for GAPS newsletter, maintenance of online platforms, membership fees, shared inboxes
<b>People management</b>	N/A
<b>Legal, regulatory and compliance responsibility</b>	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**

- Demonstrable knowledge of WPS in the UK or globally, and in the aid sector broadly
- 1 – 2 years proven experience of research, analysis and writing policy topics, preferably in conflict-affected contexts
- Demonstrable experience of working with partners in ways that reflect the feminist and anti-racist principles of power-sharing and accompaniment
- Demonstrable experience of developing agendas and content for strategic planning workshops
- Experience in developing policy recommendations in at least one of the GAPS strategic objectives
- Experience in organising events, administering filing systems, coordinating projects and supporting teams to manage projects and assignments to tight deadlines would be an asset
- Knowledge of project management processes, such as developing and managing budgets, tracking progress, reporting requirements etc. (desirable)

### **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 and abilities to communicate complex issues constructively
- Demonstrable ability to write briefings and articles for internal/external audiences, as well as communicating 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)
- Strong proficiency with Microsoft Excel, Word and PowerPoint (essential). Skills in building infographics also welcome (desirable)
- Proven ability to work flexibly and collaboratively, in a fast-paced team

### **Personal qualities**

- 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 host organisation'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**

Send your CV and a covering letter addressing the person specification and why you feel your experience matches the requirements of the role to [jobs@saferworld.org.uk](mailto:jobs@saferworld.org.uk) with job ref (GAPS-PAC).

**Deadline for applications: 18<sup>th</sup> August 2023, shortlisting & interviews on a rolling basis**

