

JOB DESCRIPTION

Job Title:	Network Assistant
Location:	London
Reporting to:	GAPS Director
Salary range:	A competitive INGO Salary will be offered
Contract terms and hours:	1-year full time contract - renewable subject to funding This 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: administration; social media; using their communication and networking skills; working with civil society or government; have a commitment to gender and women and girls' rights; have an interest in peacebuilding, development, and/or international relations. This role will suit someone wanting to gain experience in the day-to-day running of a dynamic and ambitious civil society network and to grow their experience of working 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.

Duties and responsibilities:**Administration (20%)**

- Lead the administration for and organisation of GAPS team meetings
- Maintain and update GAPS contact lists to ensure they are accurate and GDPR compliant
- Draft letters and emails to civil society, government officials and ministers, and parliamentarians
- Provide administrative and logistical support for events hosted by GAPS and that GAPS attends, including 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)

Network coordination (15%)

- Set up and take minutes at meetings with GAPS members, working groups, Management Board, Advisors and other stakeholders
- Collaborate on preparing GAPS annual plans and monthly activities
- Circulate GAPS Management Board and Advisor meeting documents
- Track actions from minutes between meetings
- Manage ad hoc requests from 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.

Policy and advocacy (15%)

- Support the development of concept notes 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 of briefings ahead of and for GAPS meetings with government officials and ministers, parliamentarians and other stakeholders
- 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
- Attend external meetings and events on behalf of 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
- Liaise with Co-Chairs of the APPG-WPS to develop and deliver the annual programme
- 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 APPG-WPS members updated on the work of the APPG-WPS
- Manage logistics and administration for the APPG-WPS and its events (e.g. 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%)

- Lead GAPS's social media and online presence
- Generate new content for and update the GAPS website
- Analyse social media usage
- Collate and circulate GAPS newsletters
- Develop and maintain a central contacts database for GAPS that is GDPR compliant
- Support internal GAPS communications with GAPS member organisations and governance bodies

Fundraising (10%)

- Research potential donors
- Proofread funding applications and donor reports

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

Decision making and limits of authority	<ul style="list-style-type: none"> • Responsible for day-to day decisions to ensure the smooth running of the GAPS network
Financial resources	<ul style="list-style-type: none"> • Keeps track of the financial activities and expenditure within the budget lines
Other resources	<ul style="list-style-type: none"> • Responsible for the GAPS newsletter, maintenance of online platforms, membership fees, shared inboxes.
People management	<ul style="list-style-type: none"> • 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

Essential Criteria:

- Experience of having worked in an office environment or administrative role
- Proven, strong administrative and record-keeping skills and ability to maintain office systems
- Excellent written communication skills, including the ability to compose, edit and proof correspondence and documents
- Excellent multi-tasking and time management skills
- Ability to work independently as well as part of a team
- Excellent oral communication skills

- Ability to provide logistical support for events
- Attention to detail
- Demonstrated commitment to gender equality, women and girls' rights, peacebuilding, international development and/or international relations
- Understanding of, and interest in, politics, and/or foreign policy.
- Ability to work independently across multiple workloads and with diverse stakeholders
- Ability to build and maintain successful relationships with stakeholders
- Computer literate, including in Microsoft Outlook, Word, Excel, WordPress and social media
- Understanding of national and/or international policy or advocacy work

Desirable Criteria:

- Experience of working with civil society or government
- Experience of drafting research or policy documents
- Experience of event organisation
- Experience of developing social media and website content
- Knowledge and understanding of Women, Peace and Security frameworks
- Familiarity with and/or work experience in or on a range of conflict or post-conflict contexts
- Understanding of working with the UK Government, UK Parliament and/or international institutions
- Experience of working with a formal or informal network
- Experience of being the first point of contact for an organisation or network

Other

- Commitment to and compliance with Saferworld's safeguarding principles.

Application Process

To apply: Download and complete an application form at www.saferworld.org.uk/jobs/jobs and send to jobs@saferworld.org.uk with subject (Ref: **GAPS Network**)

Deadline for applications: 21st December 2022