



**Women for Women International UK & Gender Action for Peace and Security UK  
Job Description**

<b>Job Title</b>	GAPS Campaign and Outreach Officer
<b>Reports to</b>	Director of Policy and Development, Women for Women International - UK
<b>Job location</b>	Women for Women International - UK (London Office)
<b>Grade &amp; Level</b>	£24,000 per annum pro rata
<b>Contract duration</b>	10 months (extendable pending funding)
<b>Leave Entitlement</b>	25 days per annum pro rata

**Gender Action for Peace and Security UK (GAPS)**

Gender Action for Peace and Security is an expert working group of peace and development NGOs, academics and grassroots peace builders. Building on UN Security Council Resolution 1325 (UN SCR 1325). Building on UNSCR 1325 and, through collective action, GAPS promotes, facilitates and monitors the meaningful inclusion of gender perspectives in all aspects of UK policy and practice on peace and security.

We work to bridge the gap between the realities of women at the local level in conflict and post-conflict regions and UK decision makers and practitioners working on peace and security. The group highlights both practical examples of women's contributions to peace and reconstruction efforts as well as strategic ways forward for the implementation of international mandates on Women, Peace and Security. This is achieved by collaborative research and advocacy by working group members around key policy instruments such as UN SCR 1325 (2000) on Women, Peace and Security and the UK National Action Plan on women, peace and security. At the present time GAPS members are:

*Amnesty International UK; CARE International UK; International Alert; IANSA Women's Network; International Rescue Committee UK; Northern Ireland Women's European Platform (NIWEP); Soroptimist International; UNIFEM UK; United Nations Association in the UK (UNA-UK); Widows for Peace through Democracy; Womankind Worldwide; Women for Women International UK; Women's International League for Peace and Freedom (UK WILPF) UK.*

**Women for Women International UK**

Founded in the US in 1993 by Zainab Salbi as a response to the trauma endured by women survivors of the Balkan wars, our mission is to provide women survivors of war, strife and other conflicts with the tools and resources to move from crisis and poverty to stability and self-sufficiency, thereby promoting viable civil societies. We believe that giving women access to knowledge and expression of a voice coupled with access to and control of resources will create lasting social and political change.

The UK office was founded in 2006, and has recently taken the lead in co-ordinating the global Join me on the Bridge Campaign. Women for Women International UK has been an active member of GAPS since 2006. There are 10 members of staff and countless volunteers working in the London office.

## Job purpose

A Campaign and Outreach Officer will support the execution of GAPS' public campaign on women, peace and security. S/he will support the coordination and implementation of campaign activities. Over the next 10 months, the Campaign and Outreach Officer will be expected to work closely with the GAPS Campaign Subgroup and GAPS Director to develop and coordinate the group's joint campaign in the lead up to the 10th Anniversary of UNSCR 1325 in October 2010. The Campaign Officer will be line managed and responsible to the Director of Policy and Development in Women for Women International – UK.

## Areas of Work and Key Responsibilities

### RESEARCH

- Research independently and liaise with GAPS member organisations to collect relevant information, statistics and stories relating to women and peacebuilding.
- Draft and edit campaign key messages and briefing documents for a variety of stakeholders, including members, donors, general public and decision makers.
- Develop and produce campaign tools and materials, in conjunction with GAPS Campaign Subgroup.
- Research and keep abreast with UK and international campaigns in the media and helping identify opportunities for proactive collaboration/engagement.

### OUTREACH AND NETWORKING

- Identify and engage campaign supporters, such as students, artists, online citizens etc.
- Build relationships with key targets, such as politicians, journalists and opinion formers.
- Plan, manage and attend campaign events in conjunction with the GAPS Campaign Subgroup.
- Attend relevant events (during and after regular working hours) to network and outreach to key stakeholders.
- Liaise and communicate regularly on overall Campaign progress to Director and Campaign Subgroup.

### CAMPAIGN COORDINATION

- Coordinate GAPS Campaign Subgroup meetings to discuss campaign content and deliverables and to identify joint campaign activities and opportunities with GAPS members.
- Launch and manage the campaign Competition with the support of the Campaign Subgroup, including contacting organisations and institutions we wish to take part, processing competition entries, following up with competition outreach and updating participants.
- Assist the set up of the campaign online presence, maintain and regularly update online presence, including networking sites, website, channels etc.
- Draft funding applications for donors to finance further campaign work.

## PERSON SPECIFICATION

### Education and Experience

Essential	Desirable
Bachelors Degree	A Masters degree in gender, conflict studies, political science, international relations, development studies or similar
Proven track record in successful campaigning for social change	Experience of reporting and evaluating campaign outreach and impact
Experience in outreaching and networking in multiple spheres, including at a high level	Experience of working collaboratively within a diverse coalition
Knowledge and experience of campaigning using internet and online tools	Experience of developing funding proposals
Experience of working for a Charity or non-governmental organisation	Experience of project coordination
Practical and theoretical understanding of gender and conflict issues	

### Knowledge and Skills

Essential	Desirable
A good understanding of contemporary methods and trends in campaigning for change	Knowledge of budget management and financial reporting
Strong online and computer skills (e.g. html, internet, html e-newsletter mail-outs, email, social network sights and YouTube etc.)	Project management skills
Excellent communication, networking and interpersonal skills with different stakeholder groups	Familiarity with a range of conflict/post-conflict countries
Excellent spoken and written English, with strong copy writing skills	
Proactive, able to work independently and manage a diverse workload	
Strong organisational, administrative and record keeping skills	

### Personal Skills

Essential	Desirable
Keen self-starter and ability to work independently across multiple teams	
Diplomatic and an excellent team player	
Commitment to the aims and principles of Women for Women International and GAPS	
Outgoing with a good sense of humour	

## RECRUITMENT TIMETABLE

<b>Application Deadline</b>	11.00am, Monday 22 <sup>nd</sup> March 2010
<b>Interviewees Contact Date</b>	Tuesday, 23 <sup>rd</sup> March 2010
<b>Interview Date</b>	Thursday, 25 <sup>th</sup> March 2010