

SI (Soroptimist International) Limited
Recruitment Pack
International Assistant Director of Advocacy



www.soroptimistinternational.org

February 2019

SOROPTIMIST INTERNATIONAL ASSISTANT DIRECTOR OF ADVOCACY, 2020 - 2021

Call for Applications:

International Assistant Director of Advocacy to SI (Soroptimist International) Limited 01 January 2020 – 31 December 2021

Soroptimist International is pleased to announce that it is inviting applications for the volunteer role, SI Assistant Director of Advocacy for the 2020– 21 biennium.

The SI Assistant Director of Advocacy (SIADA) will work closely with the SI Director of Advocacy (SIDA) to actively support and promote the SI strategic plan programme goals, objectives and strategies in particular those related to advocacy. She will also liaise with SIHQ work with the Member Programme Directors to inform international advocacy and encourages Federation support of UN International Days recognised by SI. Candidates will need to be proficient users of Microsoft Word and PowerPoint (and ideally Excel) and capable users of email.

The successful candidate will need to have a minimum of 2 days per week to assign to this role and will be a volunteer and an accredited member of their nominating Federation. They should be resourceful and efficient, a confident presenter and willing to work across several time zones with SIHQ and appointed volunteers. Candidates are encouraged to demonstrate their knowledge of SI's advocacy work and respond to the responsibilities of the role with comparative examples of work in their application. These will be reviewed at interview and further attested to by both professional and character references.

How to Apply

Candidates should demonstrate their ability to execute the role by submission of their CV and supporting statement and following the process cited in the attached Role Description which should be sent to your Federation Executive Director by **25 February 2019**.

References (one professional and one Soroptimist) and any general queries should be sent to the Global Executive Director by email to: deborah.thomas@soroptimistinternational.org by **25 February 2019**

Timetable:	
Applications open:	11 February 2019
Applications close:	25 February 2019
Shortlisting:	Shortlisted candidates will be notified by 01 March 2019
Preliminary Interview Dates:	04 – 08 March 2019 using Go To Meeting (virtual meeting)
Final Appointment:	Selected will be notified by 29 March 2019

About Soroptimist International

Soroptimists Educate, Empower and Enable women and girls to have an equal voice to achieve gender equality and strong, peaceful communities worldwide. Soroptimist International is committed to Human Rights for all, Global Peace and International Goodwill, advancing women's potential, integrity and democratic decision-making, volunteering, diversity and friendship.

Soroptimist International conducts all its business through a company limited by guarantee, entitled SI (Soroptimist International) Limited (hereafter referred to as *SI* or *the company*) The company is registered in England and Wales with Companies House, company number 08670477. The company has four members:

The Federation of Soroptimist International of the Americas
The Federation of Soroptimist International of Europe
The Federation of Soroptimist International of Great Britain and Ireland
The Federation of Soroptimist International of the South West Pacific

The company has eleven directors, two from each member federation, plus the SI President, Treasurer and Director of Advocacy who are each appointed as a director of the company; each director has one vote; voting in board meetings and by electronic ballot.

The Global Executive Director is also appointed as the Secretary of the Company. In 2018 the company contracted an outsourcing company to undertake its book keeping and payroll, using Xero software; the SI Treasurer and SI GED both have access to view and create reports from the Xero record. The company conducts its finances principally in UK pounds, Euros and US dollars; other currencies as required are also transacted. The SI President Appeal is also conducted through the company; financial activity is reported within the annual financial statements.

Four Authorised Representatives are appointed to participate in the annual general meetings and general meetings of the company; one representative from each member federation. The Authorised Representatives are confirmed annually to the Company Secretary.

The company has an Executive Team who serve for a pre-determined biennium and who are more involved with the day to day management of activities and work closely with the permanent staff at SIHQ. The Executive Team comprises: SI President, SI President Elect or SI Immediate Past President, SI Director of Advocacy and the SI Treasurer; the SI Procedural Consultant and SI Global Executive Director (permanent staff) are advisors to the Executive Team.

SI ASSISTANT DIRECTOR OF ADVOCACY (SIADA)

The SI Assistant Director of Advocacy (SIADA) works with the SI Director of Advocacy (SIDA) to actively promote the SI strategic plan programme goals, objectives and strategies in particular those related to advocacy. She liaises with the SIDA, SI Global Executive Director (SIGED) and the SIHQ staff member responsible for communications. The SIADA also works with the Member Programme Directors to inform international advocacy. In addition, she encourages Federation support of UN International Days.

Criteria for Selection

- Sound knowledge of and demonstrated interest in SI advocacy, programme and related activities, as evidenced by service and experience at the SI Board level as a member of the International Programme/ Advocacy/UN Team or in a recognised Federation programme leadership role;
- Knowledge of the United Nations representative structure, and the place of SI in that structure;
- Recognised leadership skills
- Ability to delegate and share responsibilities;
- Ability to build an effective team and serve flexibly on teams;
- Well-developed oral and written communication skills in English;
- Sound information technology and electronic communication skills.
- Effective communication and interpersonal skills;
- Impartiality, fairness and the ability to respect confidences;
- Skills in diplomacy and tactfulness;
- Understanding of the Advocacy Committee's Terms of Reference;
- Knowledge of SI governance documentation;
- Understanding of SI management structures.

Commencement of Office

First appointment made to this Office: July 1, 2019

Term of Office

The term of office shall be for a period of two years with the possibility of re-appointment by the Board on the recommendation of the selection panel for a further two years as per Bye-Laws Part 9.

Selection and Appointment

Refer to Bye-Laws Part 9.1 for further information on the selection and appointment of the SIADA.

Responsibilities

- 1. Promotion of Advocacy**
 - Assist the SIDA to develop an advocacy plan of work to support achievement of the SI strategic plan's advocacy goals, objectives and strategies;

- Assist the SIDA to ensure the Advocacy Team's effective attendance, participation and input into such meetings or forums as appropriate to meet SI's advocacy related strategic plan goals, objectives and strategies;
- Assist the SIDA in reviewing new and existing 'Where We Stand' statements on a regular basis;
- Actively work with the SIDA and SIHQ to coordinate publicity and promotion of SI Advocacy achievements, results and impact to external stake holders i.e. governments, potential partners/sponsors, academia and the general public;
- Actively work with the SIDA, SI HQ, and in liaison with the Federations to develop and implement materials for advocacy post-holders to achieve agreed performance indicators;
- Encourage participation by Federations in SI recognised UN International Days, including International Women's Day (8 March), International Literacy Day (8 Sept), International Day of Peace (21 Sept) and Human Rights Day (10 Dec);
- Ensure SIHQ staff upload relevant UN information to the SI website and that this information is sent to Federations to upload to their websites;
- Submit advocacy reports as directed by the SIDA.

2. Liaise with Federation Programme Directors

Working with the SIDA, liaise with the Federation Programme Directors to ensure that Programme informs Advocacy at the international level

3. Finance

Liaise with the SIDA and SI Treasurer to develop an annual SI advocacy/UN budget;

4. Attendance at SI Meetings

The SI Assistant Director of Advocacy may be invited, as agreed by the SI Board to attend SI Board meetings the cost of which shall be funded by SI.

(Refer to Part 4.2.8 of the Bye-Laws.)

5. Finance

(Refer to the Travel and Expenses Policy included in Finance Manual for additional details.)

6. Temporary Inability to Serve

In the event of the temporary inability of the SI Assistant Director of Advocacy to serve the SI President in consultation with the SI Director of Advocacy shall appoint a replacement pro tempore.