

# SI (Soroptimist International) Limited Recruitment Pack

International Director of Advocacy 2020 - 2021



[www.soroptimistinternational.org](http://www.soroptimistinternational.org)

February 2019

## **SOROPTIMIST INTERNATIONAL DIRECTOR OF ADVOCACY, 2020 - 2021**

### **Call for Applications:**

#### **International 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 Director of Advocacy for the 2020– 21 biennium.

The SI Director of Advocacy, who is also appointed as a voting director of the company, works closely with the SI Global Executive Director and SI Advocacy Co-ordinator based at SIHQ in the UK, the SI Appointed United Nations Representatives, SI Executive Team, the Board of Directors and will Chair the SI Advocacy Committee. The successful candidate will be a volunteer and an accredited member of their nominating Federation.

Candidates will need to be proficient users of Microsoft Word and PowerPoint (and ideally Excel) and proficient users of email. Key duties will include: promotion of SI's global advocacy work and position, management of the SI appointed UN Representatives, strategic planning and oversight of SI advocacy and management of the annual advocacy budget.

The successful candidate will need to have a minimum of 3 days per week to assign to this role. They should be a capable team leader, 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](mailto:deborah.thomas@soroptimistinternational.org) by **25 February 2019**

<b>Timetable:</b>	
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.

## **ROLE DESCRIPTION: SOROPTIMIST INTERNATIONAL DIRECTOR OF ADVOCACY**

### **Criteria for selection**

1. Have a sound knowledge of, and demonstrated interest in SI advocacy and related activities, evidenced by service/experience at International Board level and/or International Programme/UN Team and/or recognised Federation programme leadership role;
2. Possess knowledge of the United Nations representative structure, and the place of SI in that structure;
3. Have strong leadership skills;
4. Be able to delegate and share responsibilities;
5. Have the ability to build an effective team;
6. Possess well-developed oral and written communication skills in English;
7. Possess sound IT skills; excellent research, editing and writing skills.

### **How Elected**

Subject to the term of office being extended on the approval of the SI Board information for the position of International Director of Advocacy (SIDA) shall appear on the members' section of the SI website and on Federation websites by 11 February in the year preceding the end of the biennium in which the SIDA serves together with the job description and person specification. Candidates must send their applications electronically to their Federation Executive Director by 25 February of that year. The Federation Executive Director shall forward the application signed by an Officer of the Federation together with a letter confirming that the candidate is in good standing in respect of the criteria of her Federation plus character and professional references to the Global Executive Director at SIHQ by 01 March of that year.

All applications must be accompanied by up to date character and professional references which attest to the suitability of the applicant in respect of this role.

A panel appointed by the SI Board shall interview and select a candidate for election by the SI Board who will vote using a secret electronic ballot to elect the individual to that position. The result will be announced as soon as the outcome of the ballot is known, and the candidate will take up the position as SI International Director of Advocacy Elect with immediate effect, assuming office at the beginning of the ensuing biennium.

### **Commencement of office**

From commencement of the biennium following election by the SI Board.

### **Term of office**

Two years or until the end of the biennium, as appropriate with calendar of SI biennium, renewable for a further 2 years subject to SI Board approval.

### **Responsibilities**

**Act as director of SI and a member of the Executive Team.**

#### **1. Promotion of Advocacy**

- a. Actively promote SI Strategic Plan for Programme Goal 1: Soroptimist International will be a global voice for women and girls;
- b. Liaise with the SIGED and the advocacy manager on all aspects of global advocacy work;

- c. Liaise with the SI President on the adoption of SI advocacy positions;
- d. Actively work with SIHQ to coordinate publicity and promotion of SI global advocacy achievements, results and impact to the Federations;
- e. Lead the SI UN Representative teams and work with the appointed advocacy team;
- f. Develop and maintain partnerships;
- g. Submit an annual report to the SI Board.

## **2. Management of UN Representatives**

- a. In consultation with the SI President and SI Representatives in the UN Centres plan an effective programme of UN meetings for attendance by a SI delegation on the basis of data collected from the Federations and SIHQ;
- b. Ensure the management and support of UN representatives and an efficient protocol for so doing;
- c. Ensure effective UN representative reporting and SIHQ submission of reports for accreditation to the United Nations;
- d. Approve all official statements developed by SIHQ;
- e. Work with SIHQ and Federations to collect and report on data to support SI's general status at the UN.

## **3. Strategic Planning**

- a. Develop a programme of work for the team to ensure effective attendance, participation and input into such meetings/forums as appropriate to further SI's strategic plan programme goal 1 as stated above;
- b. Review new and existing "Where We Stand" statements on a regular basis;
- c. Ensure that SIHQ digitally communicates advocacy and related news on a regular basis;
- d. Monitor trends in issues relating to SI's mission as allocated (based on the focus areas of UN Women) through internal and external channels; communicate as appropriate.

## **4. Finance – Advocacy Budget**

- a. Identify and liaise with the SI Treasurer to develop an annual SI advocacy/UN budget;
- b. Undertake a quarterly review of the budget status;
- c. Allowable expenses – see Travel and Expenses Policy. Any major expenditure must be approved by the SI President and SIGED and be within the SI
- d. International Director of Advocacy's budget. Any expenditure from the Special Representation budget must be approved by the SI President and the SIGED;
- e. All budgeted expense claims must be submitted no later than twenty days after the end of each quarter in which the expense was incurred. At the end of the budget period, and if no reserve has been made, expenses claimed after the deadline (20 days after 31 December each year) will not be reimbursed.

## **5. Review Role**

- a. At least 3 months prior to end of term review this role description and send to the Chair of the Governance Committee.

## **Attendance at SI Meetings**

The SI International Director of Advocacy shall attend all SI board and Executive Team meetings and shall be funded by SI to do so.

## **Temporary inability to serve**

Refer to Part 8.6.4 of the Byelaws