

# act:onaid Job Description and Person Specification

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| <b>Job Title:</b>                          | Women's Rights Programme and Policy Adviser   |                       |                                   |
| <b>Job Family:</b>                         | Political and Programme Strategy  |                       |                                   |
| <b>Directorate/Cluster:</b>                | TRANSFORM<br>(Political and Programme Strategy)   | <b>Unit/Team:</b>     | International Women's Rights Team |
| <b>Grade and Salary:</b>                   | Grade D   | <b>Contract Type:</b> | 12 months Fixed Term Contract     |
| <b>Location:</b>                           | Any country with ActionAid presence   | <b>Budget Holder:</b> | No                                |
| <b>Reports to: (incl matrix reporting)</b> | Global Lead, Women's Rights and Feminist Alternatives   |                       |                                   |
| <b>Direct Reports:</b>                     | None  |                       |                                   |
| <b>Matrix Reports:</b>                     | None  |                       |                                   |
| <b>DBS (CRB) / Police Check:</b>           | No  |                       |                                   |
| <b>Role Overview:</b>                      | <p>As a member of the Global Secretariat (GS) team, the Women's Rights Programme and Policy Adviser works closely with the Global Lead for Women's Rights and Feminist Alternatives to effectively support and connect women's rights and feminist alternatives work across the ActionAid International federation.</p> <p>The role is instrumental in connecting colleagues across the federation, mapping and connecting the women's rights work in up to 45 countries. It is responsible for coordinating the Federation Working Group on Women's Rights and Feminist Alternatives, supporting strategic fundraising, reviewing country plans and reports, This role manages internal communication and knowledge building, supporting multi-country women's rights project managers and helping to ensure that the thematic work across the federation aligns with mutually agreed positions and approaches and reflects our system change approach towards a feminist, just, transition as detailed in our Strategic Implementation Framework (SIF).</p> |                       |                                   |
| <b>Areas of Responsibilities</b>           | <b>Key Activities</b>   |                       |                                   |
| <b>Strategic Impact and contribution</b>   | <ul style="list-style-type: none"> <li>Support learning platforms for key staff across the federation to strengthen knowledge and analysis of thematic focus areas (specifically care, women's labour, decent and dignified work, and structural gender-based violence) and apply it to their programme and advocacy work.</li> <li>Support the internal compilation of thematic reports, policy briefs and other products as relevant for use in external advocacy and</li> </ul>  |                       |                                   |

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|  | <p>engagement.</p> <ul style="list-style-type: none"> <li>• Build and manage relationships with key staff across federation members and the GS to ensure that our women’s rights and feminist alternatives work (both standalone and mainstreamed) is coordinated, documented, and supported.</li> <li>• Convene and manage (with the Global Lead) the Federation Forum Working Group on Women’s Rights and Feminist Alternatives and any sub-working groups as relevant.</li> <li>• Coordinate with and support multi-country project managers as required, including ensuring two-way learning between key projects and the wider federation.</li> </ul>   |
| <p><b>System, Policies and Procedures and Product Management</b></p> | <ul style="list-style-type: none"> <li>• Coordinate the internal compilation of strategic thematic content for use in internal meetings, the organizational website etc.</li> <li>• Liaise with the GS Programme Quality, Monitoring, Evaluation and Learning to review country plans, assess internal progress and learning needs and coordinate communication on these with relevant women’s rights focal points.</li> <li>• Support with the contracting of consultants / procurement where needed.</li> <li>• Review and keep track of management accounts of the International Women’s Rights Team.</li> <li>• Work with the Global Lead to prepare internal reports including to the International Leadership Team and the International Board.</li> </ul> |
| <p><b>Issue Resolutions, Crisis/Risk Management</b></p>              | <ul style="list-style-type: none"> <li>• Monitor potential risks that may arise from programme and policy approaches and develop plans with GS and federation colleagues to address and manage them.</li> <li>• Work with the Global Lead to identify and resolve any conflicts that may arise on strategy, positions, tactics, decision-making, and resourcing, working collaboratively with relevant colleagues in the GS and across the federation to broker compromises while staying on course to achieve agreed objectives.</li> </ul>   |
| <p><b>Communications, Influencing and Coordination</b></p>           | <ul style="list-style-type: none"> <li>• Map and keep up to date key information about women’s rights work across the federation, including key projects / initiatives / contacts / documents.</li> </ul>  |

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| <p><b>People Management</b></p>  | <p>People management is not envisaged, but it is important to build constructive cross-functional collaboration within the GS teams and with AA members.</p>   |
| <p><b>Other delivery on strategic/ functional priorities<br/>(Directorate/Cluster-specific - maximum 5 KPIs)</b></p> | <ul style="list-style-type: none"> <li>• Work with the Global Lead, the Institutional Funding Team, and strategic affiliates on outreach to potential funders in order to grow and maintain a diverse and robust funding portfolio for the women’s rights and feminist alternatives team.</li> <li>• Support proposal development where there are significant strategic funding opportunities</li> </ul> |

| <p><b>PERSON SPECIFICATIONS</b></p>        |  |
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| <p><b>Education and Qualifications</b></p> | <p>At recruitment, the applicant has a university degree in an area related to this role.</p>  |
| <p><b>Essential Experience</b></p>         | <ul style="list-style-type: none"> <li>• 7 years or more experience working in a similar role in women’s rights organizations or broader civil society organizations with a strong women’s rights or gender justice focus; preferably covering multiple countries in the Global South.</li> <li>• Significant fundraising experience with a range of funding institutions and knowledge of feminist funding approaches.</li> <li>• Significant experience with budgeting, tracking budgets and budgets reporting.</li> <li>• Experience in policy analysis and commissioning research gained in an NGO or public policy context.</li> <li>• Experience in advocacy in regional and international policy spaces relevant to women’s rights and gender equality, and related negotiation and networking skills.</li> </ul> |
| <p><b>Essential Knowledge</b></p>          | <ul style="list-style-type: none"> <li>• Very strong thematic, programme and policy knowledge of feminist analyses and approaches on care, women’s labour, decent and dignified work, and structural gender-based violence. The successful candidate will be able to demonstrate how these are connected to broader climate and economic justice and what a system change approach to this would look like in working towards a feminist, just transition.</li> </ul>  |

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| Essential skills      | <ul style="list-style-type: none"> <li>Excellent strategic, innovative, and creative thinking; the ability to generate enthusiasm and collective drive to grow an exciting, radical, and impactful body of work on women’s rights and feminist alternatives.</li> <li>Exemplary writing and speaking skills, being able to communicate both complex and simple information in a clear and digestible way for various audiences.</li> </ul> |
| Language requirements | <ul style="list-style-type: none"> <li>Fluency in English; proficiency in another language is an added advantage.</li> </ul>   |

| People Management Responsibility                     |  |     |
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| <i>Approximate number of people managed in total</i> |  |     |
| <b>1- Team members</b>                               | Individual contributor, no direct responsibility for leading others.   | Yes |
| <b>1.5</b>   | Act as mentor in a team and /or coordinating a team  | Yes |
| <b>2- Team Leader</b>                                | Coaches team members (at least three) in skills; leads, schedules, allocates and monitors work                                 | No  |
| <b>2.5</b>   | Responsible for one team with its own and has another team reporting directly  | No  |
| <b>3- Team managers:</b>                             | Directs more than one team;  | No  |
|  | The positions direct multiple teams, each of which has a team leader in charge; determines team structure and roles of members | No  |

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member's responsibility to contribute to ActionAid International culture and comply with organization’s values and practice, which are:

- **Leading Innovation and Change** Establish a culture of excellence in respective team that values experimentation and continuous improvement.
- **Feminist Leadership:** Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power).
- **AAI Values Practice:** Ensure personal and team culture that demonstrates all of AAI values including: Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility.