

## **ROLE DESCRIPTION AND PERSON SPECIFICATION:**

### **SOROPTIMIST INTERNATIONAL DIRECTOR OF ADVOCACY**

**2017 – 2019 BIENNIUM**

#### **1. About this Role**

The Soroptimist International Director of Advocacy (SIDA) should have sound knowledge of SI Global Advocacy work and presence at the United Nations. The SIDA will work closely with the SI team of United Nations Representatives, the Soroptimist International Assistant Director of Advocacy and the SI Advocacy Committee. She is supported by the SI Global Executive Director and the SI Advocacy Manager to deliver the SI Strategic Plan for Advocacy.

#### **2. 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.

#### **3. Time Commitment and Attendance at SI Meetings**

The successful candidate should be aware that there is a significant time commitment to this role (25 – 28 hours per week); this will increase when preparing for SI attendance at events throughout the calendar year, especially in respect of preparations for annual attendance at the Commission on the Status of Women (CSW) held in New York each March. The SIDA shall attend all Board and Officers' Meetings and shall be funded by SI (Soroptimist International) Limited, according to the expense and travel policy and in line with the SIDA travel budget. There is in addition the role requirement to visit at least 2 UN Centres per year.

#### **4. Application Process**

Notification of the position of International Director of Advocacy (SIDA) shall appear on the members' section of the SI website and on Federation websites from 01 October 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 **11 November 2016** 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 to the Global Executive Director at SIHQ by **18 November 2016**.

Candidates must send electronically to the GED, by **11 November 2016** the name, address and email address, of persons who will supply:

A character reference

A professional reference, relevant to last 3 years

Candidates must state the relationship between themselves and the persons named.

Applicants should be aware that applications may be made available to all members of the Panel and SI Board Directors.

## **5. How Elected/Appointed**

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 at the beginning of the ensuing biennium.

## **6. Commencement of Office**

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

## **7. 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.

## **8. Functions/Responsibilities**

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

- a. Actively promote SI Strategic Plan.
- 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. Leadership of SI 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 leadership 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.
- 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 and SI GED to develop an annual SI advocacy/UN budget;
- b. Monitor the Advocacy budget undertaking at minimum quarterly reviews 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 International Director of Advocacy's budget. Any expenditure from the Special Representation budget must be approved by the SI President and the SIGED.

## **5. Review Role**

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

## **9. Temporary inability to serve**

In the event of the temporary inability of the SI International Director of Advocacy to serve the SI Assistant International Director of Advocacy shall serve pro tempore.

REFERENCE:

SI (SOROPTIMIST INTERNATIONAL) LIMITED ARTICLES OF ASSOCIATION, BYE-LAWS AND MANUALS