

## SI UN Representative Role Description

SI's volunteer UN Representatives serve as a link between SI clubs, regions and Federations, and the international community. They work to ensure that the advocacy priorities of SI and the voices of women and girls are shared with decision-makers and policy-makers at the global level. UN Representatives also share information on emerging issues, trends and best practices to Soroptimist International through SIHQ. The activities undertaken by SI's UN Representatives will be supported by the Advocacy Manager at SIHQ, the International Director of Advocacy and the Global Executive Director.

To support SI's work at the UN, each UN Representative will be assigned specific thematic areas, commission and committees to follow that they can develop expertise on, as appropriate to the UN Centre they are active at.

Each SI UN Representative has these key responsibilities:

- To follow UN discussions and resolutions relevant to the thematic area that they have been allocated
- To seek out leadership opportunities relevant to their allocated thematic area. Pursuing leadership opportunities is considered to be key to raising the profile of Soroptimist International and contributing to SI's global advocacy work.
- During meetings, and when possible and pertinent, to intervene in the discussion, ensuring that any opinions expressed are in line with SI positions.
- To communicate with government delegates at meetings of the UN, its related Agencies, Special Programmes and other international meetings, to inform them of SI's advocacy positions and projects which is relevant and appropriate to UN areas of work.
- To regularly liaise with the representatives of other NGOs who share areas of concern with Soroptimist International and accredited to the same UN body to help build advocacy-based relationships.
- To attend online meetings with SIHQ, the International Director of Advocacy, UN Rep meetings and other calls as necessary.
- Work with SI's International Director of Advocacy, the Advocacy Manager and the appropriate UN Centre Contact to create an annual work plan that contributes to the achievement of SI's goals.
- To be available for team meetings with other SI UN Reps at their UN Centre
- To support international communications by writing blogs on key advocacy issues, providing information for news stories on UN activities, and other resources including photographs.
- To report to SIHQ on their UN and advocacy activities, providing activity updates as soon as possible as per their role outline.
- Ensure that they have time available to familiarise themselves with key issues.

To fulfil the role of SI UN Representatives, it is important that UN Representatives have:

- A keen awareness of current global affairs
- Knowledge of Soroptimist International's organisational structure, procedures and policies

- The ability to write clear and accurate reports, and to have strong oral communication skills in English.
- Regular access to the internet, be comfortable with communicating via email, and have general IT skills. This is essential for UN Representative to carry out their responsibilities.
- The ability to work well as part of a team, as well as being able to pursue activities independently where necessary and appropriate.

As representatives of SI, UN Representatives are required to conduct their activities to high ethical standards to maintain SI's reputation and advance SI's credibility as a global voice for women and girls. All of SI's UN Representatives report to the Advocacy Manager and the International Director of Advocacy, to ensure that their work is in line with SI's agreed key areas of work.