

SI (Soroptimist International) Limited

Recruitment Pack: SI UN Representatives to UN Geneva

December 2018



SI Director of Advocacy
Beverly Bucur

SI Global Executive Director
Deborah Thomas

SI Advocacy Manager
Catherine Dunmore

Reference: Appointment of SI Representatives to the United Nations in Geneva

30 November 2018

SI PRESIDENT
Mariet Verhoef-Cohen

Dear Member,

SI PRESIDENT ELECT
Sharon Fisher

Thank you for your interest in applying for the role of Soroptimist International Representative to the United Nations in Geneva.

SI IMMEDIATE PAST PRESIDENT
Yvonne Simpson

Soroptimist International, which consists of Soroptimist International of the Americas, Soroptimist International of Europe, Soroptimist International of Great Britain & Ireland and Soroptimist International of the South West Pacific, is a global volunteer movement working together to transform the lives of women and girls. Our network of over 75,000 club members in 122 countries works at a local, national and international level to Educate, Empower and Enable opportunities for women and girls.

SI TREASURER
Susanna Raccis

SI DIRECTOR OF ADVOCACY
Bev Bucur

Soroptimist International advocates for human rights and gender equality through education and empowerment. At the heart of Soroptimist International's advocacy is its work across seven UN Centres, in which eighteen Representatives ensure that the voices of women and girls around the world are included in international decision making. Soroptimist International collaborates with other like-minded organisations on issues of mutual concern, working together towards our common aspirations for women.

GLOBAL EXECUTIVE
DIRECTOR
Deborah Thomas

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Cambridge

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hq@soroptimistinternational.org

Website:

www.soroptimistinternational.org

The UN Representatives can advocate effectively on behalf of women and girls as a result of evidence provided by every Soroptimist taking direct action at the local level. The current priority area of focus is the Sustainable Development Goals, which the UN set in 2015 as the agenda for the next 15 years, concentrating on Goal 4 – Education, and Goal 5 – Gender Equality, and other areas that relate to women's empowerment.

Soroptimist International is looking to appoint UN Representatives in the Geneva area in order to attend official UN meetings, and report back to SI Headquarters.

We are looking for individuals with:

- An interest in international affairs, particularly in relation to violence against women, the Convention on the Elimination of all Forms of Discrimination Against Women and the Universal Periodic Review
- A thorough knowledge of Soroptimist International's organisational structure, procedures and policies
- Good report writing and oral communication skills in English

The applicant should appreciate the time commitments required of the role and must have regular use and access to email and the internet.

SI (SOROPTIMIST INTERNATIONAL) LIMITED

REGISTERED OFFICE: 8a ROMSEY TERRACE, CAMBRIDGE CB1 3NH UK COMPANY NUMBER 08670477

In General Consultative Status with the Economic and Social Council, United Nations (ECOSOC); Operational Relations with the United Nations Educational, Scientific & Cultural Organisation (UNESCO); Special List of the International Labour Organisation (ILO), Official Relations with the Food and Agriculture Organisation (FAO); Consultative Status with the United Nations Industrial Development Organisation (UNIDO); Consultative Status with the United Nations Environment Programme (UNEP).

Please return your completed application form to Catherine Dunmore, SI Advocacy Manager, Soroptimist International HQ (with 'UN Rep Application' as the subject line): catherine.dunmore@soroptimistinternational.org.

Deadline for receipt of the application is 09.00 (GMT), Monday 7 January 2019.

We look forward to receiving your application.

Best wishes,

A handwritten signature in cursive script that reads "Beverly Bucur". The signature is written in black ink on a light-colored background.

Beverly Bucur
SI Director of Advocacy

**Timeline for the appointment of SI Representatives to the United Nations in
Geneva**

Date	Step
09.00 (GMT) 7 January 2019	Deadline for application form to be received by SIHQ
10 January 2019	Names of applicants forwarded to SIE for review
Mid-late January 2019	Interviews with applicants
1 February 2019	Selected applicants agreed and recommended to SIE Board
15 February 2019	Selected applicants begin their six-month trial period as SI Representatives to the United Nations in Geneva

The Role of Soroptimist International Representatives at the United Nations

Soroptimist International's volunteer United Nations Representatives serve as a link between Soroptimist clubs, regions/unions 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 a global level.

UN Representatives also share information on emerging issues, trends and best practices to SI through SI Headquarters. The activities undertaken by SI's UN Representatives are supported by the SI Advocacy Manager at SIHQ, the SI Director of Advocacy and the SI Global Executive Director.

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

Each SI UN Representative has these key responsibilities:

- Follow UN discussions and resolutions relevant to the thematic area to which they have been assigned
- Seek leadership opportunities relevant to their assignment
- Participate in discussions expressing the Soroptimist viewpoint
- Communicate with government delegates, agencies and programs to inform them of SI's advocacy position
- Liaise regularly with non-governmental organisations which work on similar issues to build advocacy-based relationships
- Work with SI's Advocacy Manager and SI Director of Advocacy to create an annual work plan that contributes to the achievement of SI's goals
- Attend online meetings and participate in calls with SIHQ
- Attend team meetings with other SI UN Representatives at their Centre
- Report to SIHQ on Representatives' UN and advocacy activities
- Support international communications by writing blogs, reports, articles etc
- Familiarise themselves with current key issues affecting women and girls

Application for Soroptimist International Representatives at the United Nations

Full name:

Curriculum Vitae attached: Yes / No

Application date (dd/mm/yy):

Contact Information

Address:

Postcode / ZIP code:

Telephone number – mobile / landline (including international calling code):

Email address:

Soroptimist Information

Federation and Club:

Federation leadership experience, roles and responsibilities (including applicable dates):

.....

.....

United Nations Representative Applicant Information

Nearest United Nations Centre:

Fluency in English (written / spoken):

Distance from nearest United Nations Centre:

Method of travel you would use to the United Nations Centre:

Travel time:

Cost per round trip (to the UN and back) (if by car, determine the cost of gas/fuel and parking fees for the trip):

.....

Weekly availability (outline the number of hours you could dedicate to this role per week, and your availability to attend United Nations' activities, including on weekdays):

.....

Do you have regular internet access, and are you comfortable using email:

Are you able and committed to providing regular updates on your United Nations work (including regular electronic reports and email communications):

Personal experience with the United Nations, non-governmental organisations or related agencies:

.....

The Soroptimist International objectives which you feel most knowledgeable about:

Increasing access to formal and non-formal learning opportunities	
Improving access to economic empowerment and sustainable opportunities for the employment of women	
Eliminating violence against women and girls and ensuring women’s participation in conflict resolution	
Ensuring women and girls’ food security and access to the highest attainable standards of health care	
Addressing the specific needs of women and girls by improving environmental sustainability and mitigating the effects of climate change and disasters	

Your skills / abilities which would best serve Soroptimist International are:

(relevant information such as: position(s) of leadership, significant successes, involvement in Soroptimist International projects, additional and relevant skills, any further information contributing to your ability to fulfil the role of United Nations Representative)

.....

Why are you interested in serving Soroptimist International as a Representative to the United Nations: (no more than one paragraph)

.....

Referee Information

(contact information for someone who can advise on your capabilities and skills)

Referee’s full name:

Referee’s telephone number:

Referee’s email address:

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catherine.dunmore@soroptimistinternational.org

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