SOROPTIMIST INTERNATIONAL DIRECTOR OF ADVOCACY, 2022 - 2023

Call for Applications:

International Director of Advocacy to SI (Soroptimist International) Limited
01 January 2022 – 31 December 2023

Soroptimist International is pleased to announce that it is inviting applications for the volunteer role, SI Director of Advocacy for the 2022– 23 biennium.

The SI Director of Advocacy (SIDA) is a member of the SI Board of Directors and the SI Executive Team. She leads the work of the Global Impact Committee and contributes to the work of the Global Policy Committee, liaising with the appointed team of SI United Nations Representatives. She collaborates with the Global Voice and Global Leadership Committees to promote and develop the advancement of the agenda for Women and Girls. The SIDA liaises with and is further supported by the SI Global Executive Director (SI GED) and SI Communications Manager. The SIDA is expected to actively support and promote the SI Strategic Plan advocacy goals and encourage Federation participation and support of all SI advocacy work.

The successful candidate can expect to assign an average of 3 days per week which will fluctuate according to activity and events and may increase during key advocacy times in the calendar. The appointed person will be a volunteer and an accredited member of their nominating Federation. They should be resourceful and efficient, a confident presenter and willing to work across several time zones with SIHQ and appointed volunteers using virtual meeting software. They will need to be a proficient user of Microsoft Office applications and email. 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 follow the timeline given below. Please indicate your consent for your application documents to be stored on SI system (encrypted) and forwarded to the SI selection panel appointed for the process. Please include the names and contact point of references (ideally one professional and one Soroptimist) who may be contacted to provide a reference for you. Please indicate their consent to being contacted. Your application should be sent to your Federation Executive Director by 26 April 2021.

General queries or requests for an informal discussion should be sent to the SI GED by email to: deborah.thomas@soroptimistinternational.org by 16 April 2021.
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<th><strong>Timetable:</strong></th>
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<td>Applications open:</td>
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<td>Candidates to submit Applications to their Federation Executive Director by:</td>
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**Start of term: 01 July 2021 (as SI Director of Advocacy Elect)**

**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 five 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 Federation of Soroptimist International of Africa

The Company has thirteen Directors, two from each member federation, plus the SI President, SI Treasurer and SI 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 SI Global Executive Director is also appointed as the Secretary of the Company. 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 Soroptimist International Foundation’s annual financial statements.
Five 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.

Principle activities of SI include global advocacy, communications, President’s Appeal, and quadrennial
conventions.

As of 1 January 2021, the Company has been implementing recommendations from a structure review,
of which one main objective has been to increase the capacity/human resources in advocacy, SI’s main
mission. Further to maximise advocacy efforts, the advocacy work has been restructured in more
committees to facilitate partnerships with other organisations and improve channels of
communication within the organisation.

**SI DIRECTOR OF ADVOCACY (SIDA)***

**Criteria for selection**

- 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;
- Possess knowledge of the United Nations representative structure, and the place of SI in that
  structure;
- Have strong leadership skills;
- Be able to delegate and share responsibilities;
- Have the ability to collaborate, be flexible and build an effective team;
- Possess well-developed oral and written communication skills in English;
- Possess sound IT skills; excellent research, editing and writing skills:
- Know how to use Social Media

**How Elected**

All applicants should provide the name and contact point of two people (ideally one professional and
one from a Soroptimist) who will attest to the suitability of you in respect of this role.

A selection panel as per Bye-Laws 8.4.3 shall be established.

**Commencement of office**

SIDA Elect will take office by 1 January of that year before her term of office commences. Due to the
structure review, the application process has been postponed and the SIDA Elect will take office
July 2021 Term as SIDA will begin January 1 at the beginning of the biennium. Refer Part 8.4.3 of the Bye-Laws.

Term of office

Two years with the possibility of re-appointment by the Board on the recommendation of the selection panel for a further two years. To be considered for re-appointment, the incumbent must apply when the post is advertised and be selected as the successful applicant for appointment by the Board. Refer to Part 8.5.5 of the Bye-Laws.

Responsibilities for the SIDA

- Act as Director of SI and a member of the Executive Team.
- Lead the work of the Global Impact Committee.
- Contribute to the work of the Global Policy Committee.
- Work in collaboration with the SI President, Global Executive Director (GED), Global Impact, Global Policy, Global Voice and Global Partnerships committees to deliver Soroptimist International’s Advocacy and influence Global Policy.
- Member of the Advocacy Coordination Committee.

Promotion of Advocacy

- Develop and promote SI Strategic Plan for Programme Goal 1: Soroptimist International will be a global voice for women and girls;
- Liaise with the SI President, GED and the Global Policy Coordinator on all aspects of global advocacy work;
- Liaise with the SI President and SI Global Policy Team on the adoption of SI advocacy positions;
- Actively work with the Global Voice Committee to coordinate publicity and promotion of SI global advocacy achievements, results and impact to the Federations;
- Collaborates with the Global Policy and Global Partnerships Committees to develop and maintain partnerships;
- Submit an annual report to the SI Board;
- Submit quarterly reports to the SI Board.

Global Policy (UN Representatives)

- In consultation with the SI President and Global Policy committee, plan an effective programme aligned to the SI’s Strategic Plan and Sustainable Development Goals;
- Collaborate with the Global Policy committee and SI President on all official statements developed and signed by SIHQ;
- Work with SIHQ and Federations to collect and report on data(grassroots project work) to support SI’s general status at the UN and provide UN reps with information needed for UN meeting

Global Impact (Working with Federations)

- Create a calendar of meetings and events for the Global Impact Committee;
- Conduct meetings of the Global Impact committee (federation representatives) to inform
and discuss matters relating to Global Policy;

- Plan and develop opportunities for the Federations to work with SI on joint Advocacy Campaigns;
- Coordinate SI and Federation participation in CSW, including allocation of registrations, input into statements, plan parallel and side events, communications plan, training, webinars and the reception and plan for advocacy resources for CSW;
- Develop opportunities for the federations to attend meetings at the UN;
- Collaborate with the Global Policy committee to review, develop and suggest edits to the Where We Stand Position Papers and Statements submitted to the UN with the Global Impact committee;
- 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.

**Finance – Advocacy Budget**

- Identify and liaise with the SI Treasurer, SI President and GED to develop an annual SI advocacy/UN budget;
- Undertake a quarterly review of the budget status;
- Allowable expenses – see SI Travel and Expenses Policy. Any major expenditure must be approved by the SI President and GED and be within the SIDA’s budget. Any expenditure from the Special Representation budget must be approved by the Director of Advocacy and the GED;
- All budgeted expense claims must be submitted within the deadline set out in the Travel and Expenses Policy.

**Review Role**

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 Director of Advocacy shall attend all SI Board, Executive Team meetings and shall be funded by SI to do so.

The SIDA Elect shall attend all SI Board and Executive Team meetings.

**Temporary inability to serve**

Refer to Part 8.6.4 of the Bye-laws

A copy of the SI Bye-Laws can be found here: [https://www.soroptimistinternational.org/members-area/si-resources/](https://www.soroptimistinternational.org/members-area/si-resources/)