

**Soroptimist International
Recruitment Pack**

Soroptimist International Director of Advocacy

2028-2029



Presented by SI President
Renata Trottmann Probst

and

SI President Elect
Theresa Lyford

September 2026

SOROPTIMIST INTERNATIONAL DIRECTOR OF ADVOCACY

Term of Office: 01 January 2028 – 31 December 2029

Soroptimist International is pleased to announce that it is inviting applications for the volunteer role, Director of Advocacy; we thank you for your interest in this important leadership opportunity.

Position Overview

We are seeking an accomplished Soroptimist with proven experience in international advocacy and policy development, ideally through the SI UN Team or another senior advocacy role. The Director of Advocacy should have a strong understanding of the UN system, UN language, multilateral processes, human rights frameworks and SI's strategic role within them. Knowledge of the mandate and responsibilities of SI Representatives to the UN is essential, as is the ability to translate SI priorities into effective advocacy, policy positions and engagement with UN agencies, Member States and other stakeholders. A strong understanding of SI projects and initiatives across the Federations is also essential to connect members' work with SI's global advocacy priorities.

Strong leadership, communication and interpersonal skills are required, together with the ability to delegate, foster collaboration and build cohesive teams across diverse cultures. The candidate should have excellent written and spoken English, strong research, analytical, editing and writing skills, good IT proficiency, and familiarity with social media and digital communication.

The Director must work effectively with the SI President, Global Executive Director, Federation Representatives and SIHQ to ensure organisational coherence, aligned advocacy priorities and delivery of SI's global strategy. The role requires leadership through influence, effective coordination across all levels of SI, and the ability to connect advocacy with the organisation's strategic objectives and members' work. English proficiency at B2 level or above is essential.

Above all, we are looking for someone who demonstrates integrity, accountability, and a steadfast commitment to ethical standards. The ideal candidate will embrace cultural sensitivity, inclusiveness and respect for diversity, while sharing and championing the mission, vision and values of Soroptimist International. Resilient, pragmatic and adaptable, they will be committed to maintaining high standards and supporting positive change, helping to ensure the organisation continues to make a meaningful and lasting impact.

As a member of the SI Board of Directors, the postholder shares collective responsibility for the governance, strategic leadership and oversight of the Company and collective accountability for Board decisions.

Directors must act in accordance with the Companies Act 2006, England and Wales and the Company's Articles and Bye-Laws in such a way that is most likely to promote the success of the Company and have a duty to avoid a situation in which they have an interest which conflicts or appears to conflict with the Company's interests.

Term of Office

The successful candidate will assume the position of **SI Director of Advocacy Elect from 1 January 2027 to 31 December 2027**, shadowing the incumbent during this period.

Her term of office as **SI Director of Advocacy will commence on 1 January 2028 and continue until 31 December 2029**, in accordance with Bye-Laws 8.5.6.1.

Please note: the incumbent may stand for re-election for an additional two-year term.

How Elected

- Applications for the position of SI Director of Advocacy shall appear on the SI website together with the role description and qualifications criteria.
- All Soroptimists are eligible to apply for the role.
- Candidates must send their applications along with their CV to SIHQ by **09:00 BST 08 October 2026**.
- CV's should detail both professional career, Soroptimist appointments and voluntary work undertaken at Club, Region and Federation or SI levels.
- Candidates should also submit an accompanying letter of no more than 2 pages, which aligns experience to the key tasks and responsibilities cited in this recruitment pack.
- SIHQ will invite Federations to confirm the good standing of candidates.

A panel appointed as per Bye-Laws 8.4.3.4 will consist of the SI President, SI President Elect or Immediate Past President, the current Expert Director (unless the incumbent applies for the position) relevant to that position and two further Directors representing the other Federations. Where the current Expert Director is standing as a candidate, she shall not sit on the panel and a substitute shall be designated by the Board.

The selection panel appointed by the SI Board shall select a candidate for ratification by the SI Board. The SI Board will vote using a secret ballot to appoint the individual to that position. The result will be announced as soon as the outcome of the ballot is known.

Role Specification

Provides strategic leadership for Soroptimist International's global advocacy and sphere of influence, ensuring the development, representation and advancement of SI's global advocacy positions, while exercising oversight of SI matters as a Board member of Soroptimist International (SI) Limited, in accordance with the responsibilities set out under SI Director on page 2.

Key Tasks

- Leads SI's global advocacy strategy as approved and defined by the SI Board of Directors
- Coordinates SI's engagement with the UN and international partners
- Ensures SI's policy positions are clear, evidence-based, and impactful.

Role and Responsibilities

- Chair, lead and contribute to the work of the Global Impact Committee
- Chair, lead and contribute to the work of the Global Advocacy Committee
- Collaborate with the SI President, Global Executive Director (SI GED), and Advocacy Advisors to deliver Soroptimist International's Advocacy and Influence Global Policy
- Approve, in collaboration with the SI President and Advocacy Advisors all oral and written statements, reports, call to inputs, declarations and interventions in and outside the UN, in the name of SI
- Prepare, in collaboration with the Advocacy Advisors, all Position Papers before the final approval of the SI Board

Promotion of Advocacy

- Develop and promote the SI Strategic Plan for Programme
- Big Goal: To Improve the Lives of all Women and Girls

- Goal 1: To Advocate for all Women and Girls
 - Goal 2: To be a Global Voice for all Women and Girls
 - Goal 3: To positively Impact the Lives of all Women and Girls
- Liaise with the SI President, on all aspects of global advocacy
 - Liaise with the SI President and the SI Global Advocacy Committee on the adoption of SI advocacy positions
 - Actively work with the Communications Manager and Communication Advisor to coordinate publicity and promotion of SI global advocacy achievements, results, and impact to the Federations
 - Submit an annual report to the SI Board, presented at the SI AGM
 - Submit a Quadrennial Report in the year of the SI Convention

Global Advocacy (Working with SI Representatives to the UN)

Strategic Planning and Alignment

- In collaboration with the SI President and the Global Advocacy Committee, develop and implement a strategic programme aligned with the SI Strategic Plan and the UN SDGs
- Ensure that all advocacy efforts support and promote the rights of all women and girls and are aligned with the five pillars of SI

Leadership and Coordination of SI Representatives to the UN

- Lead and coordinate the work of SI Representatives to the UN to ensure effective representation across all UN entities is in alignment with the five advocacy pillars of SI
- Conduct annual evaluations of SI Representatives to the UN to ensure alignment with SI's mission and ethical standards
- Oversee and approve all requests from SI Representatives to the UN regarding participation in UN-related activities, such as meetings, events, statement writing, committee engagement, etc.

Partnerships and Global Engagement

- Foster and manage strategic collaborations with UN bodies, UN committees, other CSO's, NGOs through the SI Representatives to the UN
- With and through the SI Representatives to the UN represent SI at global forums to strengthen its presence and influence internationally

Advocacy and Communication

- Enhance and expand advocacy efforts to promote the rights of all women and girls
- Approve all requests from SI Representatives to the UN to include such things as attendance at meetings, writing statements, creating events, participation in other NGO or Committees (list not limited)

- Oversee and approve official SI statements, reports and position papers and communicate these to the Global Impact Committee (Federations) for input and alignment
- Ensure SIHQ circulates relevant information and updates to stakeholders effectively

Data and Information Management

- Oversee the collection and reporting of grassroots project data from Federations by SIHQ to support SI General Consultative status at the UN
- Ensure SIHQ provides timely and relevant information to SI Representatives for use in UN meetings and advocacy work

Global Impact (Working with Federations)

Strategic Planning and Coordination

- Create and maintain an annual calendar of meetings and events for the Global Impact Committee
- Plan and develop opportunities for joint advocacy campaigns between SI and the Federations each year, promoting collective action on shared goals
- Coordinate and agree upon the participation of the SI Representative to The Commonwealth in relevant advocacy activities

Committee Leadership and Engagement

- Convene and lead regular meetings of the Global Impact Committee (Federation representatives) to inform, consult, and align on matters related to global policy and advocacy priorities
- Collaborate with the SI President on the development of all official statements, ensuring they reflect collective input and are approved by the SI Board

UN Engagement and Committee on the Status of Women (CSW) Participation

- In collaboration with SIHQ, coordinate all Federation involvement in the CSW, including:
- Oversee registrations and participation soroptimists
- Approve all official SI oral and written statements, concept notes, and documents
- Oversee and approve the planning and execution of parallel and side events with the Global Advocacy Team to avoid repetition and overload
- Oversee the communications planning with the communication manager
- Organise training sessions (webinars)
- Oversee the organisation of the SI Reception
- Oversee the creation of advocacy resources, including:
- SI Global CSW Advocacy Resource Kit

- SI Statement to CSW
- Relevant Worldwide Strategic Policy Priorities (Position Papers)
- Member Handbook
- Develop further opportunities for Federations to attend and engage in UN meetings throughout the year

Advocacy Communication and Visibility

- Monitor emerging trends related to SI's mission, particularly in areas aligned with UN Women's focus, using both internal and external sources
- Share insights and updates as needed
- Promote and highlight SI's advocacy work globally by communicating both internal activities and external engagements across appropriate platforms

Outcomes Sought

- Policies that influence
- Advocacy priorities are represented and influential at the UN and other global areas
- Strong partnerships and collaborative relationships with external stakeholders
- Federation and SI Advocacy are aligned
- Comprehensive reporting on SI's global programme impact
- Evidence-based recommendations to strengthen SI's programme strategy
- Alignment of global programmes with SI's strategic objectives

Skills and Experience

- ✓ Sound knowledge of and proven interest in SI advocacy and related activities, demonstrated through service at the International Board level, participation in the International Programme/UN Team, or a recognised Federation programme and advocacy leadership role
- ✓ Understanding of the UN structure and SI's role within it
- ✓ Knowledge of the role and responsibilities of the SI Representatives to the UN
- ✓ Experience in policy development, management, and human rights frameworks
- ✓ Strong leadership capabilities
- ✓ Ability to lead and contribute effectively in an international, multicultural team environment
- ✓ Ability to delegate and share responsibilities
- ✓ Collaborative, adaptable, and skilled in team building
- ✓ Well-developed oral and written English communication skills at a B2 level English
- ✓ Solid IT proficiency, with strong research, editing, and writing abilities
- ✓ Knowledgeable in using social media.

Personal Attributes:

- Integrity, impartiality, and a commitment to ethical practice
- Cultural sensitivity, inclusiveness, and respect for diversity
- Commitment to the mission, vision, and values of Soroptimist International.
- Resilience, pragmatism, and adaptability to change while maintaining high standards

Information to Assist Your Preparation:

Background Reading – About Soroptimist International Global Advocacy

You are strongly advised to read information available on the SI website about our global advocacy work; information under the headings of Advocacy and SI at the UN will be especially relevant.
<https://www.soroptimistinternational.org/>

Background Reading – About SI

You can review and download the company Articles of Association and the SI Bye-Laws from the SI website here: <https://www.soroptimistinternational.org/wp-content/uploads/2026/07/SI-Bye-Lawsapproved-July-8-2026-.pdf> and the information in this pack [About SI](#) on page 8.

General queries or requests for an informal discussion should be sent to the SI GED by email to: deborah.thomas@soroptimistinternational.org no later than midday BST 24 September 2026.

Timetable:	
Applications open:	15 September 2026
Candidates to submit Applications to SI Executive Assistant, Caroline Badcock	admin@soroptimistinternational.org
Closing date	09:00 BST 08 October 2026
Interview Dates:	October / November 2026
Final Appointment:	Successful candidate will be notified no later than: 30 November 2026

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 South East Asia Pacific
The Federation of Soroptimist International of Africa

The Company has eleven Directors, the SI President, the SI President Elect (or Immediate Past President) SI Director of Finance/Treasurer, SI Director of Governance and Risk Management, SI Director of Advocacy, Director of SI Foundation and the five Federation Presidents; each Director has one vote; voting in Board meetings and by electronic ballot.

The SI Global Executive Director is 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 Board acts as the sole Trustee of Soroptimist International Foundation which has charitable status from the Charity Commission, England and Wales.

The Foundation has a focus theme for the next 5 – 8 years of women's health which has been agreed by the Board. The Foundation is now the home for SI projects and fundraising; finances and activity are reported on and maintained separately from SI.

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: the SI President, the SI President Elect (or Immediate Past President) SI Director of Finance/Treasurer, SI Director of Governance and Risk Management, SI Director of Advocacy, the SI Procedural Consultant and SI Global Executive Director.

In 2026 the company restructured its committees to ensure global inclusion of members and to facilitate partnerships with other organisations and to improve channels of communication within the organisation. Principle activities of SI include Global Advocacy, campaigns and projects led by Soroptimist International Foundation, Global Communications and an International Convention every four years.