

# Soroptimist International Recruitment Pack SI Representative to The Commonwealth



Presented by:  
SI President, Maureen Maguire

SI Director of Advocacy,  
Leigh Ellwood Brown

SI Chair of Global Policy,  
Beverly Bucur

[www.soroptimistinternational.org](http://www.soroptimistinternational.org)

30 May 2022

Dear Member,

Thank you for your interest in applying for the role of Soroptimist International Representative to The Commonwealth.

Soroptimist International is an accredited member of **The Commonwealth of Nations**. The Commonwealth is a voluntary association of 54 independent and equal member states. The chief institutions of the organisation are the Commonwealth Secretariat, which focuses on intergovernmental aspects, and The Commonwealth Foundation, which focuses on non-governmental relations amongst member states. The Commonwealth has a Charter which you can read here: <https://thecommonwealth.org/charter>

We are looking for a Soroptimist with:

- Experience or knowledge of human rights and the issues facing women and girls
- A knowledge of Soroptimist International's work
- Good written and oral communication skills in English

As the Soroptimist International Representative to The Commonwealth, you will work with Director of Advocacy, Leigh Ellwood-Brown on issues relating to Soroptimist International's Advocacy work. When established, you will be appointed a member of the SI Commonwealth Representatives Committee, which will comprise one member from each of our five Federations. You will also collaborate with other like-minded organisations within the Commonwealth through the Independent Forum of Commonwealth Organisations (IFCO)

Duties include:

- Attending virtual meetings and reporting to the President and Director of Advocacy
- Attend occasional programme meetings in London and report (expenses reimbursed in accord with SI's travel policy\*)
- Seek opportunities for Soroptimist International to participate in activities on issues of mutual concern, working together towards our common aspirations for women and girls

To learn more about Soroptimist International's work please visit our website: [www.soroptimistinternational.org](http://www.soroptimistinternational.org) where you will find SI Advocacy news and blogs; the SI Voices series of podcasts and webinars; and find out more about SI President Appeals. Visit our social media channels: Facebook, YouTube and Instagram by searching @SoroptimistGlobal and follow us on Twitter @SoroptiTweet.

Please return your completed application and send by email to: [admin@soroptimistinternational.org](mailto:admin@soroptimistinternational.org) by Friday 15 July 2022.

In Soroptimist Friendship



Maureen Maguire  
President, Soroptimist International, 2022 - 2023

### How to Apply

Please complete the following application form and send it with a copy of your up to date CV and a short covering letter explaining why you are interested in this role to [admin@soroptimistinternational.org](mailto:admin@soroptimistinternational.org) by 15 July 2022.

### Key Dates

Recruitment opens:	30 May 2022
Applications to be received by:	15 July 2022
Shortlisting:	18 – 29 July 2022
Interviews:	Will be held between 08 and 15 August 2022
SI Board Ratification of appointment	September 2022

### Duration of Appointment:

The appointment is for a two-year period, after which SI will evaluate the outcomes and impact of the person appointed.

### \*Travel Expenses:

The SI Travel Expense Policy will be reviewed by the SI Board in July 2022; it will be made available to candidates and Federation Headquarters following approval.

**Application for Soroptimist International Representative to the Commonwealth**

**Full name:** .....

Curriculum Vitae attached: Yes / No Application date (dd/mm/yy):

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**Contact Information**

Address:

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Postcode:

.....

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

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Email address:

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**Soroptimist Information**

Federation and Club:

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

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**Distance from London, method of travel you would use to London and approximate cost**

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**Availability** and time you have to attend Commonwealth and SI meetings:

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**Do you have regular internet access, and are you comfortable using email, Microsoft Word, PowerPoint and Excel and participating in online meetings etc.**

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**Are you able and committed to providing regular updates on your work with the Commonwealth to the SI Director of Advocacy?**

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**Do you have personal experience with the United Nations, other non-governmental organisations (NGO's) or related agencies? If so, please describe your work or experience and how it relates to this role.**

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Thank you for your interest in this role and Soroptimist International.

[www.soroptimistinternational.org](http://www.soroptimistinternational.org)