

**SI (Soroptimist International) Limited
Recruitment Pack
International Director of Advocacy 2024- 2025**



Presented by SI President
Maureen Maguire

and

Incoming SI President Elect
Siew Yong Gnanalingam

June 2022

SOROPTIMIST INTERNATIONAL DIRECTOR OF ADVOCACY, 2024 - 2025

Call for Applications:

International Director of Advocacy to SI (Soroptimist International) Limited

Term of Office: 01 January 2024 – 31 December 2025

Start of term: 01 January 2023 (as SI Director of Advocacy Elect)

Soroptimist International is pleased to announce that it is inviting applications for the volunteer role, SI Director of Advocacy for the 2024– 25 biennium.

The SI Director of Advocacy (SIDA) is appointed as a Director of SI (Soroptimist International) Limited (the Company) and a member of 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 Development, Global Voice and SI Foundation 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), SI Communications Manager and SI Advocacy Coordinator. 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 and virtual meeting applications. 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 details for 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 **13 September 2022**.

You can download a copy of the company Articles of Association here: <https://www.soroptimistinternational.org/wp-content/uploads/2019/09/SI-Soroptimist-International-Limited-Articles-of-Association-2018.pdf>

and a copy of the SI Bye-Laws here:

<https://www.soroptimistinternational.org/wp-content/uploads/2021/10/SI-Bye-Laws-approved-July-2021dues-date-amended-Oct21.pdf>

General queries or requests for an informal discussion should be sent to the SI GED by email to: deborah.thomas@soroptimistinternational.org by **12 August 2022**

Federation Executive Directors and Headquarters

SI of the Americas, Michelle Burnett, Executive Director, michelle@soroptimist.org

SI of Europe, Lora Foster, Executive Director, Lora.FOSTER@soroptimisteurope.org

SI of Great Britain and Ireland, Executive Officer, Gina Coad hq@sigbi.org

SI South East Asia Pacific, Executive Officer, Gabbi Kearny hq@siswp.org

SI Africa, Executive Assistant, Tiana admin@siafrica.org

Timetable:	
Applications open:	13 June 2022
Candidates to submit Applications to their Federation Executive Director by:	26 August 2022
Federation to forward applications to the Global Executive Director	13 September 2022
Shortlisting:	Shortlisted candidates will be notified by 03 October 2022
Interview Dates:	Between 10 – 19 October 2022
Ratification of appointment	eBallot issue week commencing 24 October 2022
Final Appointment:	Successful candidate will be notified week commencing 07 November 2022

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 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.

Since 2021 the company has restructured its' committees to maximise advocacy efforts, work has been restructured in more committees to facilitate partnerships with other organisations and improve channels of communication within the organisation. To maximise the potential benefits of international and president appeals, the Soroptimist International Foundation has been established, and received charitable status from the Charity Commission, England and Wales.

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

The position of SIDA shall appear on the members' section of the SI website and on Federation websites from 13 June of each even numbered year (at least 18 months prior to the end of the biennium) together with the job description and person specification. Candidates must send their application electronically to their Federation Executive Director by 26 August of that year. The Federation Executive Director shall forward the application signed by an Officer of the Federation together with a letter confirming that the candidate is in good standing in respect of the criteria of her Federation to the SI Global Executive Director at SIHQ by 9 September of that year.

All applicants should also provide contact details (preferably email) for a person who can provide an up-to-date character reference and a person who can provide a professional reference, both of which attest to the suitability of the applicant in respect of this role. References will be sought independently by SI therefore please ensure that the contacts are aware that their email address will be shared with SI.

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

By 30 November of that year, the panel appointed by the SI Board shall interview and advise the Board of their selection for approval by the Board by secret electronic ballot. The result will be announced as soon as the outcome of the ballot is known, and the candidate will take up the position of SIDA Elect by 1 January of the year before her term of office commences.

Commencement of office

SIDA Elect will take office by 1 January of that year before her term of office commences. 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.

The SIDA Elect will take office by 1 January of the year before her term of office commences and the term will last one year.

Responsibilities for the SIDA-Elect

- Liaise with the SIDA regarding all aspects of Advocacy as detailed in the Responsibilities of the SIDA (see duties of the SIDA below);
- Collaborate with UN teams as assigned;
- Attend Electronic Board Meetings and Advocacy meetings as a silent observer;
- Attend meetings at UN Centres and CSW if budget allows and the SI President and SIDA agree;
- Attend Face to Face Board meeting the year prior to resuming her role if invited and budget allows.

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 Development 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, the GED and the Chair of Global Policy on all aspects of global advocacy work;
- Liaise with the SI President and the SI Global Policy Committee 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;
- Collaborate with the Global Policy and Global Development 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 Chair of Global Policy Committee, plan an effective programme aligned to the SI's Strategic Plan and Sustainable Development Goals;
- Collaborate with the Global Impact Committee to review, develop and suggest edits to SI Official statements, including Where We Stand Position Papers and any written official statement. 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 related 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 with Global Policy Team, 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 and SI President on all official statements to be approved by the Board.
- 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.
- Coordinate activities and agree participations by the Representative to The Commonwealth Representative

Finance – Advocacy Budget

- Identify and liaise with the SI Treasurer, SI President, Global Policy Team 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 9 months prior to end of term review this role description and send to the Chair of the Governance Committee.

Attendance at SI Meetings

The SIDA shall attend all SI Board and Executive Team meetings and shall be funded by SI to do so. The SIDA Elect shall attend all Board and Executive Team Meetings.

Temporary inability to serve

Refer to Part 8.6.4 of the Bye-laws