

SI (Soroptimist International) Limited

Recruitment Pack:

SI UN Representatives to UN Nairobi

November 2023



SI Chair of Global Policy
Maureen Maguire

SI Global Executive Director
Deborah Thomas

SI Director of Advocacy
Leigh Ellwood-Brown

SI Advocacy Policy Advisor
Hana Smith

SI Advocacy and Communications
Coordinator
Joseph Mason



November 2023

SI PRESIDENT
Maureen Maguire

Reference: Appointment of Volunteer SI Representatives to the United Nations

SI PRESIDENT ELECT
Siew Yong Gnanalingam

Dear Member,

SI TREASURER
Kathy King

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

SI DIRECTOR OF ADVOCACY
Leigh Ellwood Brown

GLOBAL EXECUTIVE
DIRECTOR
Deborah Thomas

Soroptimist International, which consists of Soroptimist International of the Americas, Soroptimist International of Europe, Soroptimist International of Great Britain & Ireland, Soroptimist International South East Asia Pacific, and Soroptimist International of Africa, is a global volunteer movement working together to transform the lives of women and girls. Our network of over 66,000 club members in 118 countries works at a local, national, and international level to Educate, Empower and Enable opportunities for women and girls.

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 19 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.

The UN Representatives 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 subsequent 15 years, concentrating on Goal 4 (Education), and Goal 5 (Gender Equality), and other areas that relate to women's empowerment. This agenda is otherwise known as the 2030 Agenda for Sustainable Development.

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

We are looking for individuals with:

- A keen awareness and interest in current global affairs;
- A thorough knowledge of Soroptimist International's organisational structure, procedures and policies;
- Strong oral communication skills in English;

SI (SOROPTIMIST INTERNATIONAL) LIMITED
REGISTERED OFFICE: 8a ROMSEY TERRACE, CAMBRIDGE CB1 3NH UK COMPANY NUMBER 08670477
E-mail: hq@soroptimistinternational.org Website: www.soroptimistinternational.org

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)

- Strong written communication skills in English, including the ability to write clear and produce accurate blogs and contribute to position papers;
- Regular access to the internet. Must be comfortable with communicating via email and have general information technology (IT) skills;
- The ability to work effectively both as part of a team, and independently, as necessary; and
- Time and flexibility to attend UN meetings, collaborate with other NGOs, serve on Committees and write reports

The applicant should appreciate the time commitments required of the role (up to 25 hours per month, depending on the Commission). Applicants must also have regular use and access to email and the internet.

Please return your completed application form to Joseph Mason, SI Advocacy and Communications Coordinator, Soroptimist International HQ at:


advocacy@soroptimistinternational.org

Please use **'UN Representative Application – Nairobi'** as the subject line.

Deadline for receipt of this application is **Friday 08 December 2023, 12:00 noon GMT.**

We look forward to receiving your application.

Best wishes,



Deborah Thomas
SI Global Executive Director

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 policymakers 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 Policy Advisor and the SI Advocacy and Communications Coordinator at SIHQ, the Chair of Global Policy, 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.

Key responsibilities of SI UN Representatives:

- 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 Advocacy Policy Advisor and SI Advocacy and Communications Coordinator 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; and
- Familiarise themselves with current key issues affecting women and girls.

Application for Soroptimist International Representatives at the United Nations

Applicant's 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):

Please complete all fields below:

1. United Nations Centre for which you are applying:
2. Fluency in English (written / spoken):
3. Distance from the aforementioned United Nations Centre:
4. Method of travel you would use to travel to the United Nations Centre:
5. Travel time:
6. Cost per round trip to the UN and back (if by car, determine the cost of gas/fuel and parking fees for the trip):
7. 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):
8. Do you have regular internet access: Yes / No
9. Are you comfortable using email: Yes / No
10. Are you able and committed to providing regular updates on your United Nations work (including regular electronic reports and email communications):
11. Personal experience with the United Nations, Non-Governmental Organisations or Related Agencies:

The below table lists Soroptimist International’s objectives. Please mark the boxes (x) of the topic(s) 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	

Please outline your skills and abilities which would best serve Soroptimist International:

(Please include 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)

Your response:

Please outline why you are interested in serving Soroptimist International as a Representative to the United Nations: (no more than 150 words)

Your response:

References

Please provide contact information for two (2) references who can provide us information regarding your suitability for this role, attesting to your related skills and experience. Both references will be sought independently by Soroptimist International HQ.

Reference 1:

Full Name:

Telephone number (including country code):

Email address:

Relationship to you:

Reference 2:

Full Name:

Telephone number (including country code):

Email address:

Relationship to you:

Timeline for the appointment of SI Representatives to the United Nations in Nairobi

Date	Step
12:00 Noon GMT Friday 08 December 2023	Applications returned to SIHQ (advocacy@soroptimistinternational.org)
17:00 GMT Tuesday 12 December 2023	Applicants who meet the criteria will be notified and interviews set up.



Website: www.soroptimistinternational.org

Contact: hq@soroptimistinternational.org

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