



CALLS FOR APPLICATION

Job Title:	Urgent Action Sister Funds Coordinator
Job Family Level:	Senior Programme Level
Job Hours:	Full Time
Reports To:	Sister Fund Executive Directors & Co Leads
Supervisor:	Co-Leads, Urgent Action Fund, Asia & Pacific (UAF A&P)
Salary Scale:	40,000USD – 50,000USD per annum
Application Deadline:	November 30, 2018

To apply:

Please send your resume and your application to uafapadmin@protonmail.com by November 30, 2018, expressing why you are the best candidate and how you will deliver on your responsibilities and activities to meet the mission and vision of the Urgent Action Sister Funds. Ensure that your application **includes three references and is entitled -*Urgent Action Sister Funds Coordinator Vacancy***.

We strongly encourage that you create a [ProtonMail](#) (free) account for communications regarding this position. This is in line with our Digital Security Protocols. Additionally, please download [Signal](#) and include your Signal number in your application details.

Applications will be reviewed, and interviews scheduled on a rolling basis, so please submit your application as soon as possible. **Only short listed applicants will be notified.**

Who are we:

The Urgent Action Sister Funds (UAFs) are four independent organisations that have together built a strong web of support for women's human rights defenders (WHRDs) around the world. Each Urgent Action Fund is deeply integrated within local networks in its region. Each Sister Fund implements a common model of rapid response grant making, alongside other support services to WHRDs in her region.

UAFs' unique international network combines real-time grant making with advocacy and alliance building, capacity development, knowledge production, and convening activities that advance women's leadership, improve security for women's and LGBTQI movements, and amplify the voices and experiences of grassroots movements for equality, peace, and justice.

The medium-term institutional strengthening outcome for the Sister Funds is: deepened alignment across the UAF Sister Funds to increase collective movement impact. Near-term outcomes in support of this alignment include strengthened governance, improved financial resilience across the network of Sister Funds, and the development and implementation of strategic plans for coordinated strategic communications, advocacy and alliance building, learning, monitoring, and evaluation as well as leadership and governance work.

The Sister Funds network is governed by a Steering Committee (SC) consisting of three Executive Directors and two Co Leads.

Sister Funds Coordinator

Job responsibilities

- Assist the Sister Fund EDs and Co Leads develop a collective political vision that guide our joint political and resource mobilisation work
- Promote active and broad participation by all EDs and Co Leads in all areas of the Sister Funds joint work. Maintain a working knowledge of significant developments and trends in the human rights and philanthropy fields
- Ensure that planning processes facilitate and generate value-add between Sister Funds, including coordination amongst Sister Funds members in virtual and face to face meetings.
- Coordinate the work plan of the Sister Funds in each of its components and ensure, communication and scheduling of Sister Fund collective and thematic team work
- Monitor that the collective work is on track in delivering Sister Funds led-results, provide the Executive Directors (EDs) and Co Leads with timely and accurate information to steer the programme where necessary, and document the process for internal reference
- Ensure that reports and any other information requested by funders and supporters of UAFs collective work are delivered on time and reflects quality standards
- Identify and communicate lessons learned in this process
- Identify and communicate in a timely manner if any difficulties arise in the programme that can affect the deliverables of and the process of this initiative

Main activities

- Coordinate the strategic and annual planning processes of the Sister Funds EDs and Co Leads to ensure that our collection vision and mission are achieved
- Organise regular meetings for planning and monitoring, both virtual and in-person for the EDs and Co Leads
- Produce reports for internal monitoring and for external communications
- Coordinate regular information flows, communication and meetings amongst Sister Funds EDs and Co Leads
- Maintain effective communication with the EDs and co-leads, making them aware of critical issues of the programs, and then ensuring actions plans to address these issues.
- With the direction of the EDs, oversee preparation of key management communications such as presentations at donor meetings & key spaces eg CSW, status reports, budget reports etc.
- Oversee risk management and resolution of change requests coming from internal and external partners. Schedule meetings among the EDs and co-leads, and/or with funders and partners.
- Create and distribute the minutes arising from these meetings and highlight the actionable items.
- Report to and work closely with the Eds and Co Leads to seek their involvement in policy decisions, resource mobilisation and to increase the overall visibility of the Sister Funds amongst the global women and human rights funds; women and human rights movements as well the feminist movement.

Knowledge, skills and abilities

- Strong commitment to feminism, women's rights and social justice
- Strong working knowledge of international relations, women's human rights and social justice
- Superior communications, negotiation and interpersonal skills (verbal and written), with the ability to interact with people from a wide diversity of backgrounds and cultures; Capacity of direct and caring communication practices
- Strong project management skills
- Proven process facilitation ability and experience
- Excellent writing, research and analytical skills

- Strict attention to detail
- Strong ability to work both independently and as a member of a project team
- Ability to take initiative, contribute actively to quick decision making, problem solve, manage competing priorities, and to organise complex work streams efficiently and effectively
- Interest and ability to travel occasionally

Education and experience:

- A minimum of 10 years of work experience in the area of project management, preferably in the women/human rights, development or social justice communities
- Degree in the social sciences with expertise preferred in gender studies and/or social sciences
- A strong working knowledge of international women's rights
- Demonstrated experience coordinating complex programmes involving multiple partners from different geographic locations.
- Experience working with partners from the South

Other information:

- Has to be based in the Global South.
- Languages: English required and Spanish would be advantageous
- This position entails global travel