



POSITION DESCRIPTION

JOB TITLE: Project Coordinator – Women, Peace and Security

Duration: August 2022- April 2024

Reporting to: Co-Chairs of the WPS Steering Committee

Remuneration: \$68,029 pro rata part time - 2 days (15.2 hours) per week for 20 months with FBT benefits (with a possibility to extend hours to full time at a later date subject to funding).

Location: Remote or option to be based at ActionAid Australia office in Surry Hills, Sydney

ABOUT THE AUSTRALIAN CIVIL SOCIETY COALITION FOR WOMEN, PEACE AND SECURITY

The Australian Civil Society Coalition for Women, Peace and Security (the Coalition) is a non-partisan and independent coalition of civil society organisations, networks and individuals working to advance the Women, Peace and Security (WPS) agenda in Australia, the region and globally. The Coalition brings together activists, feminists, practitioners, humanitarian actors and those with first-hand experience working in the frontline on issues relating to women, peace and security.

ABOUT THE ROLE

This newly created part-time role is designed to coordinate a new project led by the Australian Civil Society Coalition on Women, Peace and Security, focused on building civil society engagement on WPS-related issues and dialogue and accountability with government. Funding for this new project is supported by the Australian Civil Military Centre (ACMC). The successful applicant will report to the Coalition Steering Committee and work closely with a Project Working Group who will provide guidance and oversight for the project. The successful applicant will be employed by ActionAid Australia, which serves as the auspicing agency for the Coalition and will be managed under the organisation's HR policies and procedures, which includes flexible working arrangements, Fringe Benefits Tax (FBT) entitlements and additional leave entitlements.

POSITION OBJECTIVES

- To coordinate the new project led by Australian Civil Society Coalition on Women, Peace and Security, including regular Steering Committee, Working Group and Membership meetings
- To develop and implement key project deliverables for the new project under the guidance and oversight of the Project Working Group
- To coordinate project reporting and contractual requirements in accordance with funding guidelines and ActionAid Australia systems and processes

The role applicant will support the Coalition in developing the following four deliverables, with oversight and guidance from the Project Working Group:

1. *Roundtable Discussions*: coordinate the convening of relevant civil society organisations and individuals for roundtable discussions on WPS-related issues, including event promotion, registration and development of a facilitation plan and a summary brief for each roundtable.
2. *WPS Dialogue Event*: coordinate the logistics and program for a formal facilitated Civil Society and Government Dialogue event, including liaison with relevant government departments
3. *Dialogue Report*: coordinate the development of a draft Dialogue Report based on the findings of the civil society roundtables and the formal Dialogue
4. *Shadow Report*: coordinate the development of a draft Civil Society Shadow Report on Australia's National Action Plan on WPS, including clear roles and responsibilities, timelines, research, proof reading and editing

Duties required may include:

- *Research coordination*: assisting with methodological design and coordinating data collection and analysis
- *Report writing and editing*: developing draft briefs and reports, editing and proof reading
- *Stakeholder management*: such as coordinating and attending stakeholder meetings including monthly Steering Committee and fortnightly project working group meetings, and quarterly liaison meetings with members and project partners
- *Communication and engagement*: such as developing draft content, updating social media platforms and engagement (Twitter, Facebook, Website) where relevant
- *Administrative tasks*: such as event coordination, email correspondence, maintaining member database, etc

SELECTION CRITERIA

Essential

1. Undergraduate degree in a relevant field such as Political Science, International Relations, International Studies, Peace Studies, Gender Studies, Policy Studies etc
2. Proven ability to work both as team member and independently to manage and deliver project/s within agreed timelines
3. Proven ability to create and maintain effective working relationships with a range of different stakeholders (e.g. across government, civil society, academic and research institutions)
4. Strong written and interpersonal communication skills, including the ability to write for different audiences

5. Previous research experience involving synthesis, editing and development of reports to a high standard
6. High level organisational and project planning skills
7. Passionate about the achievement of women's rights and gender equality

Desirable

1. An understanding of UNSCR 1325 on Women, Peace and Security and experience in related advocacy or initiatives
2. An understanding of survey design and experience in administering online research methods

HOW TO APPLY

To apply for this position, please submit a CV and brief responses to the Selection Criteria (no more than 3 pages) to hr.au@actionaid.org by COB Monday 25 July 2022.

For further information please contact michelle.higelin@actionaid.org