JOB DESCRIPTION

Women Political Leaders (WPL) is the global network of female politicians. Its mission is to increase the number and influence of women political leaders to achieve men-women parity. WPL is an independent, post-partisan, not-for-profit foundation based in Iceland, the world champion of gender equality. The Brussels secretariat is very international and regularly works with women Parliamentarians and decision-makers around the world.

Project Manager

Women Political Leaders is looking for an experienced and talented Project Manager to reinforce its communications department. In this position, the candidate will be in charge of producing high-quality content that engages customers and builds brand recognition. Part-time position.

Reporting to the Strategic Planning & Operations Director, the Project Manager will ensure the smooth running of projects within WPL.

The ideal candidate will be an excellent communicator, a good decision maker, with great team-building skills and sound technical knowledge. The successful candidate will work closely with the Senior Management and external partners on a variety of strategic initiatives.

For the purposes of clarification, the job entails community activities for the communities of WPL, the Reykjavik Global Forum, and the #Girl2Leader initiatives. More information can be found at https://www.womenpoliticalleaders.org/, https://reykjavikforum.global, and https://girl2leader.org.

Responsibilities

- Support the implementation, management and coordination of all aspects of specific WPL conferences, projects, and initiatives
- Monitor project progress and deliverables, keeping the project organised and to task
- Create, coordinate and monitor project processes and systems and help team members use them
- Create and maintain comprehensive project documentation and filing systems and internal communications systems and processes
• Act as the point of contact for and communicate project status to internal and external stakeholders as needed
• Coordinate project staffing, including team meetings, onboard, coordinate and manage trainees, delegating responsibilities, and building community among the team
• Negotiate contracts for services and products related to the activities as needed
• Work closely with WPL team members to coordinate successful activity implementation through to execution
• Additional planning, coordination, implementation and administrative support as needed.

Qualifications / Skills

• Good organisational, planning, and coordination skills
• Ability to multi-task and re-prioritise as needed
• Desire to take full ownership of assigned projects and can work independently
• Possesses a sense of urgency; is self-motivated and detail-minded
• Strong interpersonal skills and ability to build collaborative relationships and nurture team spirit
• Good verbal presentation, group dynamic, and facilitation skills
• Written and verbal communication skills
• Capacity to manage high stress situations
• Proactive approach in resolving problems and issues
• Big-picture thinking and vision
• Attention to detail
• Conflict resolution skills

Education and Experience Requirements

• Bachelor’s degree in management or related discipline
• 3-plus years of related experience
• Demonstrated experience with organisation similar to WPL
• Experience working in a high-volume, fast-paced environment
• Project Management Certification

Successful candidates are not WPL employees, they have an independent status.
Candidates should send an email entitled Project Manager Application to mail@wpleaders.org with a CV and letter of motivation (each no more than one page of A4).

**Personal data processing**

The personal information entered on the application forms is recorded in a computerised file. WPL will only process or use your data to the extent necessary for our recruitment.

--- ENDS --