



Brussels, 12 January 2021

## **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://reykiavikforum.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](mailto: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.

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