



Brussels, 13th August 2021

JOB DESCRIPTION

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

WPL is committed to achieving in its secretariat workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups, and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

WPL does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo reference checks.

Communities Engagement Manager

Women Political Leaders is looking for an experienced and talented Communities Outreach Manager. In this position, the candidate will be in charge of community management overseeing a range of community relations and outreach programmes. The candidate will be responsible for liaising with WPL communities to ensure that the connection with the community members is maintained and strengthened.

The ideal candidate is a team-oriented professional who has outstanding interpersonal, organisational, and technical skills. The candidate is experienced in nurturing communities and in communicating with high-level stakeholders such as politicians and business executives, agile and creative in providing ideas and executing initiatives that serve to strengthen relationships with WPL community members, and able to work independently. In addition, the candidate needs to be well organised, flexible, detail-oriented, and multi-lingual.

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

Responsibilities

- Propose initiatives to ensure WPL's networks support WPL's mission in getting more women into political leadership, and in outlining transformative initiatives aimed at changing global and national policies, programs, practices and budgets regarding women's leadership, equality and rights



- Support in outlining a strategic plan to strengthen the connection and service the unique network of women leaders, including the WPL communities: WPL Country Ambassadors, WPL Global Advisory Board, WPL Global Ambassadors, #Girl2Leader Patrons, etc. as well as the Reykjavik Global Forum communities
- Create opportunities to increase access for women political leaders from the Global South and from minority backgrounds to global platforms where they can exercise influence
- Identify community issues, analyse their implications, and recommending actions to be taken by the organisation
- Analyse requests and feedback of the community members to develop community outreach strategies.
- Establish a structured system to maintain contacts with representatives of communities, political parties, and civil society; ensuring up-to-date knowledge of the community rights situation both regionally and globally, both WPL and Reykjavik Global Forum Community is maintained
- Ensure WPL knowledge and data are shared with the members of the network in a form that can be of use in their daily activities
- Nurture contacts with the community members and their teams
- Draft information and other materials for community members
- Produce analytical reports
- Draft, implement and evaluate projects
- Ensure the relevant WPL- community pages on the official website (Ex. Updating WPL Country Ambassador profiles) are regularly updated
- All other relevant tasks as they arise.

Qualifications / Skills

- Knowledge of the political environment
- Cultural sensitivity and judgment
- Project management & event management skills
- Technical skills: Comfortable working with Google Drive, Microsoft Office, PowerPoint, and CRM systems such as Salesforce
- Excellent time management skills and ability to multitask
- Attention to detail and problem-solving skills
- Strong organisational and planning skills
- Strong written and verbal communication skills
- Multilingual: working language is English, other languages are a desired plus
- High level of responsibility and ability to grasp new concepts quickly
- Team-oriented approach.
- Strong interpersonal skills and ability to build collaborative relationships and manage and nurture team spirit
- Positive, solution-orientated attitude, good group dynamic, and facilitation skills
- Ability to resolve and quickly find a solution in a critical situation.

Education and Experience Requirements



- First-level university degree in law, human rights, community rights, political science, international relations, social sciences, or related field
- 1-plus years of related experience with community
- Demonstrated experience with an organisation similar to WPL
- Experience working in a high-volume, fast-paced environment.

Physical presence in Brussels or Iceland is not required.

Successful candidates are not WPL employees, they have an independent status.

How to Apply

Candidates should send an email entitled Communities Engagement Manager Application to recruitment@wpleaders.org with a CV and letter of motivation (each no more than one page of A4). Please indicate your earliest availability to start.

Only shortlisted applicants will be contacted.

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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