

JOB DESCRIPTION

Gender and Development Network Research Officer

Contract: 2 days per week

Salary: 28,863 pro rata

Location: ActionAid, 33-39 Bowling Green Lane, London, EC1R 0BJ

Duration: This is a two year post subject to funding, with 50 per cent of the funding already secured for both years and full funding secured for this financial year. There is a possibility of extension after two years.

Background

The Gender & Development Network (GADN) brings together expert NGOs, consultants, academics and individuals committed to working on gender, development and women's rights issues. Our vision is of a world where social justice and gender equality prevail and where all women and girls are able to realise their rights free from discrimination. Our goal is to ensure that international development policy and practice promotes gender equality and women's and girls' rights. Our role is to support our members by sharing information and expertise, to undertake and disseminate research, and to provide expert advice and comment on government policies and projects. More information on our work can be found at www.gadnetwork.org.

The Secretariat

The Secretariat currently comprises the Director and Co-ordinator. They support the members both individually, and through our working groups, to promote gender equality and women's rights, as well as leading on some priority areas. Priority areas for the secretariat at present are: Post 2015 and the SDGs, women's economic justice and unpaid care, the 'men and boys' debate, feminist alternatives to development, and the role of social norms. Together with GADN's Advisory Group we also track and comment on DFID's policy and practice and input into any consultation processes they hold on gender issues.

We have just started a new project with the Bretton Woods Project (BWP) on the impact of macro-economic policies on gender equality.

Overall role of the Research Officer

- To work with the Director and the Women's Economic Justice (WEJ) Working Group in leading our work on the joint project with Bretton Woods Project
- To provide research support to the Secretariat in our priority areas as listed above,

Specific Tasks

1) To lead the work on the BWP project (50% of time)

- To be part of the Project Management Committee and Contact group for the project
- To undertake research, write briefings and attend relevant external meetings as part of the project work plan
- To provide research support on the project's main report
- To provide research and administrative support to the WEJ working group
- To undertake administrative tasks in relation to GADN's role in the project including note taking, arranging meetings and budget monitoring.

2) To provide research support to the Secretariat (50% of time)

- Undertake research and write briefings on some of the Secretariat's priority topics initially around the Post 2015 framework and DFID's Bilateral and Multilateral Aid Reviews.
- Represent GADN at some external meetings, in consultation with the Director
- Support priority working groups with editing/proof reading of briefings, minute taking and other administrative tasks
- Undertake any other reasonable task as needed to support the work of the Secretariat.

Management

The post is line managed by the Director of the GADN. The Research Officer will also work closely with the Coordinator, relevant Working Group Chairs and members of the Advisory Group, and with the Bretton Woods Project.

Person Specification

Essential Skills and Experience

- Excellent understanding of gender and development issues
- Masters degree or equivalent in gender and development
- Proven understanding of macro-economics
- Ability to write clearly and to proof read
- Proven ability to organise and plan effectively and prioritise workloads
- Proven ability to work on own initiative with limited support
- Demonstrated commitment to women's rights and gender equality

Also desirable

- Experience of representing an NGO or similar organisation at external meetings
- Understanding of the UK political system and how to influence

Please note that to be considered for this role, you must be able to provide proof of eligibility to work in the UK.

How to apply

To apply, please download and complete the application form from www.gadnetwork.org and return it to Kady at Coordinator@gadnetwork.org by Monday September 14th 2015.

Interviews will be held at the ActionAid office on Wednesday 23rd September.

If you have any questions about the role you can email coordinator@gadnetwork.org who will reply to them after September 3rd.

Gender and Development Network

Telephone: + 44 (0)20 3122 0609

Registered Company No. 06975360

A company limited by guarantee incorporated in England and Wales Registered Charity No. 1140272

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www.gadnetwork.org