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## **Role**

VOICE Resource Hub and Global Network Team Lead

## **Mission of Role**

VOICE is a cutting-edge, for impact-non-profit, that is revolutionizing the conflict, crisis and peacebuilding landscape by harnessing the power of women and girls. The mission of this role (VOICE Resource Hub and Global Network Team Lead) is to support and lead a team of VAWG specialists dedicated to improving the leadership, participation and role of women- and girl-led organizations and networks around the world. This position will lead efforts to create and strengthen a global network of women and girl leaders to transform outdated humanitarian responses and build innovative solutions to VAWG during the COVID-19 pandemic and well beyond. The VOICE Resource Hub and Global Network Team Lead will work in close collaboration with the Regional and Country Technical Leads and wider VOICE team to safely and appropriately build networks and solidarity and deliver on VOICE's overall strategy.

This position is full-time and will report to VOICE's Executive Director.

The Resource Hub enables women- and girl-led organizations and activists to tap into and join our Global Network of expert women practitioners and other women with different influential platforms to amplify the realities of and support the needs of women all over the world. The Hub will be a safe space for these organizers to convene, find donors, and directly link to influential aid, development, and peacebuilding actors around the world.

## **Scope of the Work**

The VOICE Resource Hub and Global Network Team Lead will provide leadership and technical support to the following components of VOICE's COVID-19 strategy and broader networking building.

## **Experience Profile**

- Significant experience working in a technical capacity on prevention and response to VAWG in humanitarian emergency and development contexts.
- In-depth knowledge and connections with women and girl-led organizations and networks at the country, regional or global level.
- Demonstrated ability to work both independently and within a diverse team to drive this strategy forward from inception to delivery of high-quality results.
- Strong commitment to, and vision for, women and girl's leading the way for addressing VAWG in their communities, countries, regions and globally while centering their voices.
- Unapologetically feminist, a critical thinker seeking to dismantle patriarchy and employs this through all ways of working.
- A critical thinker who is self-reflective, who understands power structures and works to shift and disrupt them.
- Excellent project management and leadership skills with ability to prioritize competing demands.
- Strong interpersonal skills and proficiency at communicating.
- English required and additional language is preferred such as Spanish, Russian, French, Swahili, or Arabic.



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## Outcomes

### VOICE COVID-19 Strategy Implementation

- Lead on strategy implementation with overall guidance from VOICE's Executive Director, and work collaboratively with a team of regional and country-based technical leads and other consultants, to create a global network of women and girl leaders to transform outdated humanitarian responses and build innovative solutions to VAWG through the following:
  - **Building and supporting existing networks to bring needed focus** to how the COVID-19 crisis and response are specifically and uniquely affecting women and the organizations and networks they lead.
  - **Engaging in supportive, feminist research** to inform how to best support these groups and respond to such a crisis, both now and in the future.
  - **Amplifying advocacy with creative messaging and storytelling** from women- and girl-led organizations to facilitate change within humanitarian response systems, amongst decision-makers, and provide ways for the Global North to learn from activists, organizations and networks in the Global South.
  - **Actualizing the localization agenda** efforts by supporting women- and girl-led organizations' access to essential COVID-19 information, knowledge, and resources without institutionalizing or instrumentalizing these organizations.
  - **Promoting non-traditional partnership models** that illustrates how women- and girl-led organizations and donors can thoughtfully break out of the large Non-Governmental Organization (NGO) paradigm and innovatively foster non-traditional partnerships.
- Support the development, implementation and monitoring of a detailed work plan based on VOICE's COVID-19 strategy and funding.
- Provide vision, leadership and direction to the overall strategy, including but not limited to reviewing and revising strategy documents; managing information flows between team members and externally; monitoring progress for country and regional level work and special initiatives (e.g. online survey, publications, thematic webinars); identifying emerging needs and budgeting human and financial resources.
- Lead the development of internal processes for VOICE including data management and data security policy and procedures; monitoring and evaluation (M&E) knowledge management systems and processes and informed consent guidelines etc.

### Fundraising, Grant Management, Monitoring and Reporting

- Management, development, and oversight of COVID-19 strategy related workplan, spending and procurement plans.
- Lead the development and submission of regular donor reports, documenting results and lessons learned.
- Maintain a monitoring and evaluation database tracking progress and results against targets.
- Provide technical inputs to new grant applications and proposal development to secure additional funding for VOICE's COVID-19 Strategy.

### Team support and oversight

- Provide technical support and oversight to Regional Technical Leads (4) and Country Technical Leads (3-5), holding bi-weekly calls to:
  - assess progress, ensure individual workplans are on-track and provide any technical guidance or link to other resources needed.
  - assist in responding to any requests for technical support from country/regional or global level networks.



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- In collaboration with team members, analyze country and regional level VAWG and COVID-19 trends to inform advocacy priorities and technical support needs based on country level requests.
- Hosting bi-weekly VOICE team meetings to build and maintain strong working relationships, track progress, share updates and plan for existing and new initiatives.
- Supporting research, creative messaging and storytelling components of the strategy as needed.

### **Representation, Networking and Coordination**

- Develop and maintain effective working relationships with key stakeholders including NGOs, United Nations (UN) agencies, feminist and humanitarian networks operating at the global and regional levels.
- Regularly attend VAWG, humanitarian meetings and forums representing VOICE and sharing advocacy messages and priorities.

### **Other**

- Additional items as defined by VOICE.

## **Competencies**

Highest-level of organizational skills applied to each of the above outcomes.

Detail-oriented and the highest level of professionalism, which is demonstrated in every communication with both external and internal contacts.

Proactivity surrounding all outputs and additional ones as they present, support the Executive Director through proactively pushing initiatives and ideas and solutions-based approaches.

Applying thoughtful and feminist analysis, critical thinking, and exceptional laser focus on detail in every action.

### **Additional Competencies include:**

- Creative
- Organized
- Efficient
- Excellent Communicator
- Independent
- Strong Leader
- A Doer
- Sensitive to the nature of the work we do



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### **Time Commitment/Location/Compensation**

This is a full-time home-based position with at least a 6-month commitment. We need someone that is dedicated to VOICE's mission and excited about growing our movement and implementing VOICE's COVID-19 Response Strategy and beyond.

This position is likely to grow and evolve as VOICE grows.

Location: Remote

Compensation is commensurate with experience and on scale with other positions at the organization.

### **How to apply**

Please send your CV/resume and brief cover letter to [future@voiceamplified.org](mailto:future@voiceamplified.org). Use "VOICE Resource Hub and Global Network Team Lead" as the subject line of your email submission. We are looking to hire ASAP. Apply now, and no later than, **October 16, 2020**. While not required, you are welcome to send examples of related work.