

SI (Soroptimist International) Limited  
Recruitment Pack

International Director of Advocacy 2022- 2023



[www.soroptimistinternational.org](http://www.soroptimistinternational.org)

01 June 2020

## SOROPTIMIST INTERNATIONAL DIRECTOR OF ADVOCACY, 2022 - 2023

### Call for Applications:

#### International Director of Advocacy to SI (Sorooptimist International) Limited

01 January 2022 – 31 December 2023

Sorooptimist International is pleased to announce that it is inviting applications for the volunteer role, SI Director of Advocacy for the 2022– 23 biennium.

The SI Director of Advocacy (SIDA) works closely with the appointed team of SI United Nations Representatives, is supported by the SI Advocacy Coordinator and is a member of the SI Board of Directors. The SIDA liaises with and is further supported by the SI Global Executive Director (SI GED) and SI Communications Manager. The SIDA is expected to actively support and promote the SI Strategic Plan advocacy goals and encourage Federation participation and support of all SI advocacy work.

The successful candidate can expect to assign a minimum of 4 days per week to this role, which may increase during key advocacy times in the calendar. The appointed person will be a volunteer and an accredited member of their nominating Federation. They should be resourceful and efficient, a confident presenter and willing to work across several time zones with SIHQ and appointed volunteers using virtual meeting software. They will need to be a proficient user of Microsoft Office applications and email. Candidates are encouraged to demonstrate their knowledge of SI's advocacy work and respond to the responsibilities of the role with comparative examples of work in their application. These will be reviewed at interview and further attested to by both professional and character references.

### How to Apply

Candidates should demonstrate their ability to execute the role by submission of their CV and supporting statement and following the process cited in the following Role Description which should be sent to your Federation Executive Director by **24 August 2020**. Please include two references (ideally one professional and one Sorooptimist).

General queries or requests for an informal discussion should be sent to the SI GED by email to: [deborah.thomas@sorooptimistinternational.org](mailto:deborah.thomas@sorooptimistinternational.org) by **01 August 2020**

<b>Timetable:</b>	
Applications open:	01 June 2020
Candidates to submit Applications to their Federation Executive Director by:	15 August 2020
Shortlisting:	Shortlisted candidates will be notified by 15 September 2020
Interview Dates:	Between 15 September – 31 October 2020
Final Appointment:	Selected candidate will be notified by 30 November 2020

## About Soroptimist International

Soroptimists Educate, Empower and Enable women and girls to have an equal voice to achieve gender equality and strong, peaceful communities worldwide. Soroptimist International is committed to Human Rights for all, Global Peace and International Goodwill, advancing women's potential, integrity and democratic decision-making, volunteering, diversity and friendship.

Soroptimist International conducts all its business through a Company limited by guarantee, entitled SI (Soroptimist International) Limited (hereafter referred to as SI or the Company) The Company is registered in England and Wales with Companies House, Company Number 08670477. The Company has four members:

The Federation of Soroptimist International of the Americas  
The Federation of Soroptimist International of Europe  
The Federation of Soroptimist International of Great Britain and Ireland  
The Federation of Soroptimist International of the South West Pacific

The Company has eleven Directors, two from each member federation, plus the SI President, SI Treasurer and SI Director of Advocacy who are each appointed as a Director of the Company; each Director has one vote; voting in Board meetings and by electronic ballot.

The SI Global Executive Director is also appointed as the Secretary of the Company. In 2018 the Company contracted an outsourcing Company to undertake its bookkeeping and payroll. The Company conducts its finances principally in UK pounds, Euros and US dollars; other currencies as required are also transacted. The SI President Appeal is also conducted through the Company; financial activity is reported within the annual financial statements.

Four Authorised Representatives are appointed to participate in the annual general meetings and general meetings of the Company; one representative from each member federation. The Authorised Representatives are confirmed annually to the Company Secretary.

The Company has an Executive Team who serve for a pre-determined biennium and who are more involved with the day to day management of activities and work closely with the permanent staff at SIHQ. The Executive Team comprises: SI President, SI President Elect or SI Immediate Past President, SI Director of Advocacy and the SI Treasurer; the SI Procedural Consultant and SI Global Executive Director (permanent staff) are advisors to the Executive Team.

Principle activities of SI include global advocacy, communications, President Appeal and quadrennial conventions.

## **SI DIRECTOR OF ADVOCACY (SIDA)**

### **Criteria for selection**

- Have a sound knowledge of, and demonstrated interest in SI advocacy and related activities, evidenced by service/experience at International Board level and/or International Programme/UN Team and/or recognised Federation programme leadership role;
- Possess knowledge of the United Nations representative structure, and the place of SI in that structure;
- Have strong leadership skills;
- Be able to delegate and share responsibilities;
- Have the ability to build an effective team;
- Possess well-developed oral and written communication skills in English;
- Possess sound IT skills; excellent research, editing and writing skills.

### **How Elected**

The position of SIDA shall appear on the members' section of the SI website and on Federation websites from 1 June of each even numbered year (at least 18 months prior to the end of the biennium) together with the job description and person specification. Candidates must send their application and references electronically to their Federation Executive Director by 15 August of that year. The Federation Executive Director shall forward the application signed by an Officer of the Federation together with a letter confirming that the candidate is in good standing in respect of the criteria of her Federation plus character and professional references to the SI Global Executive Director at SIHQ by 31 August of that year.

All applications must be accompanied by up to date character and professional references which attest to the suitability of the applicant in respect of this role.

A selection panel as per Bye-Laws 8.4.3 shall be established.

By 30 November of that year, the panel appointed by the SI Board shall interview and advise the Board of their selection for approval by the Board by secret electronic ballot. The result will be announced as soon as the outcome of the ballot is known, and the candidate will take up the position of SIDA Elect by 1 January of the year before her term of office commences.

The SI Assistant Director of Advocacy (SIADA) may apply for the position of SIDA. If selected as the successful applicant by the selection panel for the position of SIDA and approved by the Board, she will continue her term as SIADA throughout the biennium, and as of 1 January of the year before her term of office commences she will take up the post of SIDA Elect.

### **Commencement of office**

SIDA Elect will take office by 1 January of that year before her term of office commences. Term as SIDA will begin January 1 at the beginning of the biennium. Refer Part 8.4.3 of the Bye-Laws.

### **Term of office**

Two years with the possibility of re-appointment by the Board on the recommendation of the selection panel for a further two years. To be considered for re-appointment, the incumbent must apply when the post is advertised and be selected as the successful applicant for appointment by the Board. Refer to Part 8.5.5 of the Bye-Laws.

The SIDA Elect will take office by 1 January of the year before her term of office commences and the term will last one year.

### **Finance – Advocacy Budget**

- Identify and liaise with the SI Treasurer to develop an annual SI advocacy/UN budget;
- Undertake a quarterly review of the budget status;
- Allowable expenses – see SI Travel and Expenses Policy. Any major expenditure must be approved by the SI President and SI GED and be within the SIDA's budget. Any expenditure from the Special Representation budget must be approved by the SI President and the SI GED;
- All budgeted expense claims must be submitted no later than twenty days after the end of each quarter in which the expense was incurred. At the end of the budget period, and if no reserve has been made, expenses claimed after the deadline (20 days after 31 December each year) will not be reimbursed.

### **Review Role**

At least 3 months prior to end of term review this role description and send to the Chair of the Governance Committee.

### **Attendance at SI Meetings**

The SIDA shall attend all SI Board and Executive Team meetings and shall be funded by SI to do so.

### **Temporary inability to serve**

Refer to Part 8.6.4 of the Bye-laws

A copy of the SI Bye-Laws can be found here: <https://www.soroptimistinternational.org/members-area/si-resources/>