**CARE International Secretariat**

**JOB DESCRIPTION**

**Position title :** Gender and Policy Coordinator

**Supervisor :** Head of Gender and Policy

**Direct reports :** None

**Post :** Full-time

**Location :** Flexible. Countries where CARE has a registered office and can host the role, and where the candidate has relevant work authorization.

**Type of Contract: :** Contract managed by your hiring office, following labour conditions and regulations adhered to by that office.

**Travel Requirements :** Approximately 15-20% travel.

**BACKGROUND**

CARE International (CI) is among the world’s largest international non-governmental humanitarian relief and development confederations. Drawing on its 75 years of experience, through its 20 Members, Candidates and Affiliate, as both a practitioner and thought leader, CI’s work reaches over 100 countries worldwide to save lives, defeat poverty and achieve social justice.

At the core of the Confederation is a small, globally distributed Secretariat, which provides coordination and support to its Members, Candidates and Affiliate in the areas governance, policy and accountability, advocacy and communications, coordination and engagement with the EU, and external representation globally at the United Nations and European Union.

CARE International is committed to gender equality and inclusion, gender justice, human rights and women’s and girls’ empowerment. This commitment is manifested at the individual and team level as well as in our programming, communications, fundraising and advocacy.

**POSITION SUMMARY**

The Gender and Policy Coordinator is part of the team responsible for CI’s global governance, policy management, and organisational accountability. The position will specifically focus on broad policy development covering a wide variety of policy topics as well facilitating the implementation of CARE International’s Gender Equality and Inclusion Policy across the CARE confederation to support CARE Members and Affiliates in fulfilling their commitments to gender equality, diversity, and inclusion. CARE has gender equality at the heart of its Vision 2030 and this role will support the organisation to ensure that gender equality and inclusion are at the heart of all our policy and guidance. It will also promote a culture of learning and adaption, ensuring that voices are heard from across the organisation and external actors so that there is diverse representation and a climate of trust and inclusion to which we hold ourselves accountable.

**MAIN RESPONSIBILITIES - specifically, but not limited to:**

1. **Policy, Governance and Accountability**

* Maintain the Policy Governance Framework and associated guidance according to internal requirements and policy best practices.
* Facilitate the work of the Policy Governance Group (PGG), providing good governance of strategic policy priorities most critical for CARE to uphold because of their importance to CARE’s identity, ethics, accountability, and reputation. This work involves preparing quarterly agendas and materials on policy development plans for consideration by the PGG and preparing annual reports on before of the PGG.
* Support the process of the review and update and as required, the development of new, CI policies through offering guidance and accompaniment to policy owner groups and subject knowledge holder task teams.
* Maintain the CI Policy Library within CARE International’s internal knowledge management platform, as a repository for all CI policy documents
* Maintain and update the CI Policy Tracker and support the process of updating CI policies.
* Develop and maintain an internal knowledge management library and communications platform related to the CI Gender Equality and Inclusion Policy.
* Coordinate the process of review and update of the CI Gender Equality and Inclusion Policy according to the policy review cycle, including due diligence for managing stakeholder consultations, approvals processes, and communications and socialisation planning with associated materials.
* Develop and deliver presentations on key gender equality issues and topics for leadership and governance bodies in support of management and governance oversight.

1. **Support processes for ensuring gender equality and inclusion tools and resource, learning, capacity development and accountability across CARE International.**

* Provide support, guidance and connection between different technical teams, CARE Members, and focal points working on gender equality, diversity, and inclusion at the organizational and programmatic level.
* Support confederation-wide efforts to develop or update and deliver appropriate high-quality orientation and training to internal stakeholders on gender equality, diversity, and inclusion.
* Foster a shared understanding across CARE entities of key gender equality, diversity, and inclusion concepts and practices.
* Collaborate with key internal stakeholders leading on quality, accountability and improvement initiatives and commitments in areas related to gender equality, diversity, and inclusion, i.e. Pledge for Change and Call to Action.
* Provide technical advice, support and guidance to gender equality focal points and other key stakeholders on gender equality, diversity, inclusion topics.
* Seek to promote a culture of learning, curiosity, and inclusion across all workspaces in CARE – challenge the norms and promote simple tools such as diverse times for meeting and translation of all meetings and documents, etc.
* Collect and, when necessary, support and coordinate the validation of diversity and inclusion data (including gender pay gap data) in the PIIRS process.
* Support the CARE USA led Global Gender Cohort on organizing and delivering REDI trainings (Reflections on Equality, Diversity and Inclusion).

1. **Teams and networks (20%)**

* Coordinate, provide guidance and support to the CI Gender Network as a space to drive the implementation the CI Gender Equality and Inclusion Policy.
* Coordinate, provide guidance, and support the CI Member and Affiliate Gender Focal Point Network to enable alignment with the CI Gender Equality and Inclusion Policy.
* Support, inspire and convene inclusive global spaces for learning and reflection on gender equality and inclusion.
* Support and engage with the Partnership Community of Practice.
* Support and engage with the Engaging Men and Boys Community of Practice.

**TEAM**

The CI Secretariat Governance, Policy and Accountability Team is primarily responsible for ensuring legal and statutory requirements are met, supporting the performance of CI governance bodies, SLTs, and key Working Groups/other collaborative spaces, maintaining key CI global policies standards, and supporting the membership’s performance and accountability with key global policies and standards, collecting and processing impact and program quality data and supporting sense making and accountability and performance around it across the membership, and facilitating membership engagement towards a networked confederation.

**DIRECT REPORTS**

The CI Gender and Policy Coordinator has no direct reports.

**KEY WORKING RELATIONSHIPS**

The CI Governance, Policy and Accountability Team, CI Policy Governance Group, Gender Equality Strategy leadership, teams from the Global South leadership on Gender Equality Strategy, other leaders and subject knowledge-holders from across the membership, including of relevant Working Groups/Focal Point Networks/Gender Network/other collaborative spaces. Represent, coordinate and network with peer positions in other INGO confederations.

**QUALIFICATIONS, SKILLS, EXPERIENCE AND ATTRIBUTES**

* **Lived experience** as a member of typically underrepresented groups in the INGO sector with first-hand experience in structural/social inequality. This includes women from the Global Majority, members of the LGBTQIA+ community, and/or persons with disability.
* **At least 7 years of professional experience** managing gender equality/social justice programs in development or humanitarian contexts.
* **Post-graduate degree** in a related field **or two additional years of professional experience**.
* **Experience in policy** development and implementation, including sound rationale for necessary policy change, and collaboratively working with diverse stakeholders to strengthen policy adherence.
* Demonstrated **planning and coordination skills**, with ability to handle multiple activities concurrently, work under pressure, and meet tight deadlines. Effective project management, guiding staff and coordinating virtual teams, working groups, communities of practice, and networks.
* Excellent **written, oral communication and facilitation skills**. Experience drafting policies, writing briefing documents, and communicating, both in writing and verbally.
* Fluency in **English** is required and a second language (**French**, **Spanish** or **Arabic**) is preferred.

***We are committed to preventing all unwanted behaviour at work. This includes sexual harassment, exploitation and abuse, and child abuse. We expect everyone who works for us to share this commitment by understanding and working within the CARE Safeguarding Policy and related framework.***

***CARE International has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or child by any of our staff, representatives or partners. CARE International reserves the right to seek information from job applicants’ current and/or previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant’s employment with that employer.***

***By submitting the application, the job applicant confirms that s/he has no objection to CARE International requesting the information specified above.***

***All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. We will seek at least two references, one of which must be your most recent employer. We participate in the*** [***Inter Agency Misconduct Disclosure Scheme***](https://www.schr.info/the-misconduct-disclosure-scheme) ***and will request information from job applicants’ previous employers about any findings of sexual exploitation, sexual abuse, child abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By applying, you confirm your understanding and agreement of these checks.***

**HOW TO APPLY**

Interested and qualified candidates should submit their **CVs and a brief covering letter of interest** **in English to cirecruitment@careinternational.org by June 19, 2024.** Only short-listed candidates will be contacted.

More Information on CARE International is available at [www.careinternational.org](http://www.careinternational.org).

***CARE seeks to improve the lives of the most marginalized, particularly women and girls. Our diversity is our strength. We encourage people from all backgrounds and experiences to apply.***