



4 West Road, West Cliff on Sea Essex, SS0 9DA .United Kingdom .Mobile:Mobile:00
44(0)7866154860. Telephones work:00 44 1702 302333 . Fax: 00 44 1702 300 063 .
Website:www.girlchildnetworkworldwide.org. Email :gcnworldwide@btinternet.com

GIRL CHILD NETWORK WORLDWIDE

Presents

Staff, Interns and Volunteers Checklist

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Person specification, Roles and Responsibilities

Person Specification, Roles and Responsibilities

Governance

Job Title	Board of Trustees
Unit	Governance
Current Trustees	<ul style="list-style-type: none"> • Maggie Howell, MBE- • Chris Stephanie • Ziyantai Shiripinda • Nneka Mcgregor
Salary	Volunteer Trustee
Based	Worldwide
Contract	2 years
Context	<p>Girl Child Network Worldwide is now registered Charity in UK and Wales. To strengthen its governance, a team of trustees is in place to ensure policy and strategy fulfils mission and vision of the organisation. Trustees have expertise and experience of over 15 years in gender equality, gender based violence, financial management, NGO management and fundraising. All trustees have vast experience in Non Profit governance and management</p>
Personal Qualities	<p>Trustees formulated the values and principles of the organisation and they always live up to them;</p> <ul style="list-style-type: none"> • Integrity-we deliver our programs with truth and openness and know we must remain accountable at all times. • Honesty-everything that we say and do must show that we are open ,clean in deeds and words and that we tell the truth and only the truth • Passion-We do everything from the heart .Our work inspires and is inspired by our personal stories and the stories of the girls we represent. • Commitment-we started as volunteers and we will commit our time and resources above what others contribute. • Excellency –We must be the best in whatever we do .No part of work is done as window dressing. • Action orientated –we always thrive to see something done. • Empowerment-everyone we work with or target must be able to stand up for their rights and we should play a facilitative role.

	<ul style="list-style-type: none"> • Team work-we believe the problem needs all of us playing a part and that each part adds up. • Learning and sharing –we believe that everyday we generate knowledge and others too generate knowledge and the power of sharing knowledge will make us stronger and better. We are an organization with a learning
Main Duties	<ul style="list-style-type: none"> • Assists in leading and steering the organisation in accordance with the vision, values, aims and strategic objectives of GCNW • Promote appropriate processes and procedures to deliver high standards of professional, administrative and personal behaviours across the organisation. • To ensure the organisation applies its resources exclusively in pursuance of its objectives, i.e. the organisation must not spend money on activities which are not included in its own objectives - no matter how worthwhile or charitable. • To attend regular Board of Trustees meetings and actively contribute to the Trustee’s role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets. • To ensure that GCNW complies with its governing document, Policies & Procedures and any other relevant legislation or regulations and acts in the best interest of the organisation. • Develop high level relationships with key stakeholders, including the funders, but ensuring that the interests of all stakeholders are fairly balanced at all times. • Represent GCNW with national, regional or local bodies or individuals and ensure that the views of a wide range of stakeholders are considered. To safeguard the good name and values of the organisation and represent the organisation at functions and meetings as appropriate. • Uphold the values of GCNW , be an appropriate role model and ensure that the board promotes equality and diversity for all its service users, staff and other stakeholders. • To attend meetings as appropriate and complete tasks within an appropriate timescale. • Evaluation of chief executive

Qualification and Areas of expertise	<ul style="list-style-type: none"> • Public Relations, Marketing, Communication, Publicity, Business Development, Business Management, Governance, Not For Profit, Charity, Charity Law, Legislation and Charity Regulations.
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Trustee Target	7
Number of openings	3
Areas of need	Psychology, Medical, Law, Corporate

Executive –Reports to Trustees

Job Title	Chief Executive Officer
Unit	Management
Current CEO	Betty Makoni
Salary	tba
Based	South End on Sea, Essex
Contract	Permanent
Context	<p>Betty Makoni founded Girl Child Network in Zimbabwe and since then the organisation has been replicated all round the world. The idea to come up with an organisation that champions for the rights of the girl child came out of a felt need and up today passion guides Betty Makoni's global leadership of girls empowerment. The trustees of the organisation officially appointed Betty Makoni CEO of the organisation on 4 September 2009 because of a track record she has of delivery effective programs in Africa. Betty Makoni has built a name for herself with many awards in recognition of her work. According to trustees of GCNW, 'We could not think of any better person than Betty'. In its short existence GCNW has mobilised resources for the organisation and ensured such resources are used for the betterment of girls. Betty Makoni gives 90% of her time free of charge to GCNW as the organisation has just started submitting proposals for institutional development funding but first someone had to commit to working to build the Foundation of the organisation</p>
Personal Qualities	<ul style="list-style-type: none"> • Strong communication and interpersonal skills, A creative, inventive outlook and the ability to articulate and implement ideas • Ability to work under pressure and meet tight deadlines, • Ability to multi-task and work effectively on several active projects at any one time • 15 years Working knowledge of girls programs and services and or

	<p>Charities.</p> <ul style="list-style-type: none"> • Proactive team player with excellent interpersonal and communication skills • Strong communication and interpersonal skills, A creative, inventive outlook and the ability to articulate and implement ideas • Ability to work under pressure and meet tight deadlines • Ability to multi-task and work effectively on several active projects at any one time-Drive, initiative and enthusiasm, • Action orientated, with a focus on continuous improvement • Creative, inventive outlook and the ability to articulate and implement ideas
Main Duties	<ul style="list-style-type: none"> • Trust Administration and Support -- Supports operations and administration of Board by advising and informing Trustees, interfacing between Trustees and staff, and • Program, Product and Service Delivery -- Oversees design, marketing, promotion, delivery and quality of programs, products and services • Financial, Tax, Risk and Facilities Management • Recommends yearly budget for Trustees approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations • Human Resource Management -- Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations • Community and Public Relations -- Assures the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders • Fundraising (non profit-specific) -- Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation • To implement the strategic goals and objectives of the organization • With the chair, enable the Board to fulfil its governance function • To give direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives

<p>Qualification and Areas of expertise</p>	<ul style="list-style-type: none"> • Post Graduate studies in Arts • 28 short courses on rape therapy, training of trainers, fundraising, NGO Management, Monitoring and Evaluation, Girl Child Empowerment Model design • Globally awarded girl child activist
<p>Awards</p>	<ul style="list-style-type: none"> • Nominee African Achievers Award 2011 • Honorary Award from Duke University of Medicine(Top Ten US College)-2011 • Decade Child Rights Hero by the World Children's Prize alongside Graca Machel and Nelson Mandela -Sweden -2010 • Interaction Humanitarian Award 2010 • CNN Heroes award for Protecting the Powerless • Giraffe Heroes Project Award 2009 • Amnesty International Ginetta Sagan Award for women and children's rights, USA May 2008 • Elected Ashoka fellow- -Global leading Social Entrepreneurs in recognition of creative and entrepreneurial leadership and commitment to make large scale changes in Society • Drivers of Change Award –Southern Africa Trust 2007 • Women Empowerment Award 2007 • Runner Up-Director of the Year Award for NGO sector in Zimbabwe-2008 • Finalist One World Person of the Year 2007 • One of the Ten Outstanding young people in the World by Junior Chamber International a worldwide leadership organization for young leaders and professionals • Voted First out of Ten Outstanding Young in Zimbabwe 2007 the Junior Chamber Zimbabwe • Awarded by the World Children's Prize for the Rights of the Child the Global Friends Award -2007 • World Children's Prize an equivalent to Nobel Prize for Children in 2007 in a Global Vote by 5,2 million children in 85 countries • Awarded the Zimbabwe Institute of Management National

	<p>Contribution Award in 2007 immense contribution to the nation</p> <ul style="list-style-type: none"> • The United Nations Red Ribbon Award -2006 for addressing gender inequalities that fuel the HIV/AIDS epidemic • Hafkin Prize Award Finalist, 2003 • Awarded for Creativity in Rural Life by the Women's World Summit Foundation, Switzerland 2003. • Prize Betty Makoni for Prevention of Child Abuse now renamed Prize for Prevention of Child Abuse is celebrated on 19 November annually • Small Technical Grant Award for the most innovative Grassroots Community Based Strategy • Certificate of Honor by Global Philanthropy Forum for being the most Remarkable person, USA 2002

Management and Program Team

Post Title	Quality and Development Manager (Vacant)
Unit	Management
Line Manager	Chief Executive Officer
Salary	tba
Based	South End on Sea, Essex
Contract	Fixed-tem 12 month contract. Full time (35 hours per week).

<p>Context</p>	<p>GCNW , a girls international development agency currently working in Africa ,Zimbabwe, South Africa, Sierra Leone and Uganda, has doubled the size of its operations and reach of its programmes in the past two years</p> <p>GCNW has an exciting 5 year strategy in place with ambitious objectives focusing on replicating the Girl Child Empowerment Model</p> <p>Alongside its four partners in Africa GCNW is working with various partners worldwide, to increase the scope and impact of GCNW</p> <p>We seek an organised, dynamic and experienced Quality and Development Manager to be responsible for ensuring the overall effective program and service delivery for girls in Africa</p>
<p>Skills and Qualifications</p>	<ul style="list-style-type: none"> • This is a dynamic and wide ranging role which requires a confident manager who can engage, motivate and inspire an international team to realise project goals. The role requires an understanding of the complexities of both International and grassroots development. The role will balance GCNW 's need for financial accountability, logistics delivery and quality assurance, with the charity's vision of a respectful, trusting and collaborative relationship with all of our international partners • Excellent communication skills, attention to detail and clear documentation are also central to this role, as is the ability to take different management roles within project life cycles. • Tertiary education and at least 5 year work experience in similar areas of work. • Experience working in the NGO sector is an advantage • Experience and aptitude for managing staff and volunteers and understanding of, and commitment to, relevant human resources procedures and practices • Experience in managing budgets and managing agencies and external suppliers • Experience in drafting proposals and reports to and liaising with institutional donors • Strong organizational and project management skills and a proven ability to deliver results during major projects • Ability to prioritise, meet deadlines and to function under pressure and handle numerous tasks simultaneously. • Highly developed interpersonal skills with a wide variety of multi-cultural, multi-lingual groups and stakeholders, strong negotiating skills and ability to innovate and solve problems • Ability to work autonomously and as part of a team • Excellent written and verbal English communication skills. Other languages would be an asset. G • Good knowledge of overseas development issues; good knowledge of girls in Africa in a development context and good knowledge of

	<p>donors It is essential to have a strong people focus with excellent interpersonal and communication skills.</p> <ul style="list-style-type: none">• Leading and developing our activities across the South region, you will also take responsibility for operational delivery across the UK, including our innovative girls empowerment clubs An inspiring leader and outstanding communicator with strong experience of community development, good public speaker, highly organised, and with a successful track record in fundraising and partnership working.• Having significant field experience, preferably in Africa, the Head of Programmes will work alongside a strong senior leadership team to help build the capacity of the devolved structure and efficient decision-making culture. You will be responsible for programme delivery at the highest standard of community empowerment and programme contextualisation. You will be a strongly collaborative leader who is able to translate vision and strategy into execution and sustainable impact. Above all you will certainly have a passion for social change and a fierce resolve to help us to transform lives.• At least 2 years development work experience (ideally in research, Monitoring and Evaluation, International Development, programme quality and working with young people)• At least 1 year of experience working in research, monitoring and evaluation, including implementation of systems and tools, data analysis and report writing
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<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Ability to identify areas for high level research • Results-oriented, self-motivated and able to work independently • Proactive, enthusiastic and able to see beyond the data with a vision for M&E's strategic contribution to all facets of the organization. • Able to multitask, plan ahead and meet agreed deadlines. • Experience working in a multi-cultural, youthful environment as part of a rapidly growing and developing organisation • Personally committed to GCNW mission and values. • Ability to manage project identification phase, liaising with country chapters, facilitating workshops and documenting beneficiary requirements • Ability to scope, plan and budget projects, incorporating crucial details such as risk management and outputs • Ability to give sufficient input into the development analysis of the project • Ability to work with Programme officers , keeping them informed of any problems • Ability to supervise all those in the team, applying hands-on management when necessary • Ability to foster a successful team-working environment whilst also helping to motivate individuals • Ability to ensure that all projects are executed within budget, to time and to high standards IT literate, in particular ability to use Windows based word processing and Excel, and preferably experience of using relationship databases (Epi info and/or SPSS) for storing and retrieving information. • Excellent written and oral communication skills with the ability to effectively challenge issues. • Ability both to work on own initiative without supervision, and within a team environment. • A strong personal commitment to the values, aims and methods of Restless Development. • Experience in facilitating training and building up capacity of human resources • Graduate calibre, with a development background and at least two years experience of project management, including experience of managing teams remotely • Excellent communicator, able to navigate cultural issues and sensitively engage a wide range of international stakeholders • Experience of working in the Developing World • Experience of living and working in the developing world • Accreditation in, or demonstrable understanding of, a recognised project management methodology
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Main Duties	<ul style="list-style-type: none"> • Develop and strengthen systems and procedures, and maintain these for the management of institutional funding contract. • Support the management of institutional donors and its related monitoring, review and learning processes and supports the work of GCNW , its Directors, by securing programme funding from institutional donors and to develop capacity in this area. • Ensure mainstreaming gender equality and HIV and AIDS in GCNW programme. • Coordination and oversight of all logistical tasks pertaining to all conferences, special events, staff meetings and overseeing the smooth and effective operations • Ensures the representational and performance needs of the organization as a whole are met in the most effective and efficient means possible. • Ssupport, develop and strengthen systems and procedures, and maintain these for the management of institutional funding contract. • Support the management of institutional donors and its related monitoring, review and learning processes and supports the work of GCNW. <p>Monitoring & Evaluations main duties are to:</p> <ul style="list-style-type: none"> • Design and develop appropriate monitoring and evaluation (M&E) systems, indicators and tools to enable use of information for decision making within GCNW • Coordinate the implementation of M&E systems and tools within the International Programmes Unit • Support in the dissemination of monitoring and evaluation data and reports internally and externally • Identify and address monitoring needs through mentoring and building capacity of staff and interns in M&E data collection, analysis, interpretation and use of data for decision making • Undertake other tasks as necessary to contribute to Restless Development objectives

Time 35%	Develop appropriate M&E systems, indicators and tools across for programs
Duties	<ul style="list-style-type: none"> ▪ Work with Program Officers to review and refine GCNW monitoring & evaluation systems and tools to ensure programmes are being monitored and evaluated effectively, efficiently and in line with our strategies and donor requirements ▪ Working with the Chief Executive Officer and lead the design of new M&E systems for our Programme Quality Unit, Country Programmes and Donor partners ▪ Work together with the management committee to design appropriate objectives and log frames for all programmes ▪ Identify new and innovative ways to measure the effectiveness of GCNW programmes ▪ Remain up-to-date with national and international best-practice in monitoring and evaluation, particularly with regard to systems and tools ▪ Ensure that all tools and systems are user friendly and easily understood by both staff and volunteers.
Time 20%	Coordinate the implementation of M&E systems and tools
Duties	<ul style="list-style-type: none"> ▪ Ensure monitoring and evaluation systems and tools are correctly and appropriately implemented by all staff and volunteers ▪ Develop and oversee a comprehensive data quality assurance system that ensures accurate collection, compilation, tabulation, and interpretation of both quantitative and qualitative data ▪ Ensure data collected for the is in line with all donor requirements and collated within the set timeframe ▪ Collate impact and evaluation reports ▪ Coordinate data collection and data entry for all programmatic activities and consolidation of final reports ▪ Implement baseline and end-line surveys as well as other research projects where required
Time 25%	Disseminate monitoring and evaluation data and reports internally and externally
Duties	<ul style="list-style-type: none"> ▪ Ensure appropriate internal communication and feedback systems are in place and functioning so that M&E informs programme planning and implementation ▪ Prepare and verify data from programmes for monthly and quarterly progress reports and feed these into Management Committee meetings ▪ Assist in the preparation of data for donor reports ▪ Contribute to the preparation of marketing materials such as the

	<p>quarterly newsletter and annual reports</p> <ul style="list-style-type: none"> ▪ Ensure Management for Impact is central to reporting systems and reflected in programme and organisational decision making ▪ Ensure staff are kept up to date with M&E findings ▪ To function as the key point person for Practice Sharing between GCNW Country Programmes, coordinating the provision of information and documents for QPS. ▪ <ul style="list-style-type: none"> • Managing multiple projects for the charity through the entire project lifecycle, within budget and set timescales • Identifying and resolving issues and conflicts within the international project team • Proactively managing changes in project scope, identifying potential crises, minimize our exposure and risk on projects , and devising contingency plans • Mentoring, motivating and managing project team members and contractors, and influencing them to take positive action and accountability for their assigned work • Researching and developing best practices and tools for project execution and management • Creating and executing project work plans and revising as appropriate to meet changing needs and requirements and insuring project documents are complete, current, and stored appropriately • Planning and scheduling project timelines and milestones using appropriate tools • Drafting and submitting budget proposals, and recommending subsequent budget changes where necessary and estimate the resources and participants needed to achieve project goals • Defining project success criteria and disseminating them to involved parties throughout project life cycle • Determining the frequency and content of status reports from the project team, analysing results, and troubleshooting problem areas • Effectively communicating project expectations to team members and stakeholders in a timely and clear fashion • Preparing for reviews and quality assurance procedures and our methodology and enforcing project standards • Conducting project post implementation reviews and create a recommendations report in order to identify successful and unsuccessful project elements
Time 15%	Identify and address monitoring needs through mentoring and building capacity of staff and interns in M&E data collection, analysis, interpretation and use of data for decision making
Duties	<ul style="list-style-type: none"> ▪ Ensure that all programme staff and temporary staff and interns have the capacity to collect relevant data, effectively use monitoring tools, analyse basic monitoring data and present findings ▪ Plan, along with the Training & Capacity Building Manager, regular M&E

	<p>training workshops to build the capacity of GCNW staff and girls in use of M&E data for programme development</p> <ul style="list-style-type: none"> ▪ Plan, facilitate and evaluate M&E training workshops for partner organisations and/or other Restless Development Country Programmes as requested ▪ Lead the induction process on M&E for new staff
Time: 5%	Other
Duties	<ul style="list-style-type: none"> ▪ Other duties as required, sometimes requiring work on weekends, for which time off <i>in lieu</i> can be taken.

Job Title	Finance Manager 3
Unit	Management
Reporting to	CEO and Trustees
Salary	tba
Based	South End on Sea ,Essex
Contract	GCNW Accounts are currently done by the South End on Sea Financial Management Centre –Paul Dawson
Context	During inception GCNW received donations from CNN viewers and foundations in USA and a report on use of funds and impact on the project for girls in Africa has been impressive. South End Financial Management centre helped GCNW to set up a sound financial system and we want our continued financial management partnership to continue as we now seek funding from institutional donors
Qualifications and experience	<ul style="list-style-type: none"> ▪ Commercial and business awareness; ▪ Excellent communication skills; ▪ An analytical approach to work; ▪ High numeracy and sound technical skills; ▪ problem-solving skills and initiative; ▪ Strong attention to detail and an investigative nature; ▪ The ability to balance the demands of work with study commitments;

	<ul style="list-style-type: none"> ▪ Good time management skills and the ability to prioritise; ▪ the ability to work as part of a team and to build strong working relationships; ▪ The ability to make quick but balanced decisions; ▪ The potential to lead and motivate others; ▪ Very good IT skills.
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<p>Duties of Book keeper /Finance Assistant</p>	<ul style="list-style-type: none"> • Prepare and input general ledger journals, including month end journals and reconciliations; • To establish and maintain financial and management procedures GCNW and ensure compliance with all regulatory requirements as relating to Company and Charity Law, and in conjunction with the CEO and Board of Trustees ensure adequate resource acquisition for the development of services in the support of Charitable goals • Prepare and input prepayments, accruals and deferrals transactions; • Ensure petty cash transactions are properly processed and reconciled; • Complete reconciliations of all bank accounts and petty cash managed by the fundraising department; • Process debtors' invoices and credit notes ensuring that income is correctly coded. Allocate payments, reconcile and collect outstanding debts and review any possible bad debts with the Finance Manager; • Code and ensure bank account transactions are completed accurately • Reconcile income, investigate and resolve any issues, • Administrate, supervise and control SecureTrading transactions; • Control and review of income holding codes; • Provide financial support to managers and ensure any financial queries are resolved; • Deputise for the Finance Manager in their absence; • Ensure all targets, KPI's and deadlines are met, with special regard to month-end close;
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	<ul style="list-style-type: none"> • Complete any other duties and responsibilities when requested, which are commensurate with this role.
Duties of financial manager	<ul style="list-style-type: none"> • providing and interpreting financial information; • monitoring and interpreting cash flows and predicting future trends; • analysing change and advising accordingly; • formulating strategic and long-term business plans; • researching and reporting on factors influencing business performance; • analysing competitors and market trends; • developing financial management mechanisms that minimise financial risk; • conducting reviews and evaluations for cost-reduction opportunities; • managing a company's financial accounting, monitoring and reporting systems; • liaising with auditors to ensure annual monitoring is carried out; • developing external relationships with appropriate contacts e.g. auditors, solicitors, bankers and statutory organisations such as the Inland Revenue; • producing accurate financial reports to specific deadlines especially for Charity Commission and donors • managing budgets; • arranging new sources of finance for a company's debt facilities; • supervising staff; • keeping abreast of changes in financial regulations and legislation.
Person specification	<ul style="list-style-type: none"> • Experience of financial responsibility for a budget, including experience of accounting guidelines, end of year accounts and external liaison with auditors

Job Title	Officer Manager/PA(Pippa Simpson)
Unit	
Reporting to	Chief Executive Officer
Salary	tba

Based	South End on Sea, Essex
Contract	(Sessional)
Context	<p>GCNW operations are expanding and work that has been implemented since inception needs to be properly filed and documented. GCNW has a lot of letters ,emails, phone calls and visitors coming in and all of them need to be managed professionally.</p> <p>GCNW and the Dove project share office and the Manager for Dove Project office also manages GCNW office. In order to keep overhead costs low this arrangement will stay until we get long term funding to hire our full time administrator</p> <p>:</p>
Personal Qualities	<ul style="list-style-type: none"> • Proven administrative, leadership and management ability • Ability to work on own initiative, prioritise work, handle pressure and take day-to-day decisions on the running of the organisation. • Ability to develop, monitor and maintain management information systems and procedures. • Ability to communicate effectively in person, in writing and over the telephone with individuals and with a wide variety of organisations and audiences and to research, analyse and interpret complex information and produce clear verbal and written reports. • Ability to lead and to contribute to the team. • Understanding of equalities and diversity best practice and legislative requirements in relation to service delivery, business development and recruitment of staff and volunteers .

Duties	<ul style="list-style-type: none"> • Provide administrative and secretarial support to the CEO including screening calls, making travel arrangements, managing diary, organising meetings, word processing, spreadsheets and the creation of PowerPoint presentations. • Provide assistance to other members of staff and coordinate administrative and staff matters throughout the organisation. • Arrange directors' meetings, Advisory Board meetings and other meetings including the preparation of agendas, organization of meeting
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	<p>facilities and, as requested attending meetings to record and subsequently follow up agreed actions.</p> <ul style="list-style-type: none"> • Maintain the Statutory records of the organisation including keeping a minute book of directors meetings and, as required, filing relevant documents with the Registrar of Companies. • Manage the databases, records and hard-copy filing systems. • Assist generally in the successful operation of the organisation. <ul style="list-style-type: none"> • General Administration including postage and filling • Recording and upkeep of donated stock, merchandise and ABC materials; • Checking and responding to emails in the info@ account.

Job Title	Grants and Fundraising Officer(Sheran Bolton)
Unit	Grants and Fundraising
Reporting to	Chief Executive Officer
Salary	Tba
Based	Essex
Contract	Sessional

<p>Context</p>	<p>GCNW is a globally awarded organisation with the best practice model on Girl Child Empowerment and many donors are supporting initiatives like ours. In our first year of operation we received over 180 000 dollars from individuals and our organisation survived without a major donor which clearly indicates a good culture we have planted in the organisation to survive with less donor dependency and have sustainable development programs. The amount of time and personal resources donated by the volunteers in kind is huge and this is what gives us the confidence that as we intensify fundraising efforts we have a big base of supporters we have built through such social networks as twitter and face book</p> <p>GCNW sees a dynamic, creative and passionate individual, with a strong record of fundraising taking up our ongoing fundraising initiatives and brings out a fundraising strategy. This role requires one who delivers, is pro-active, energetic and willing to try new ideas.</p> <p>The main purpose of this position is to increase GCNW's annual income by developing and managing fundraising and marketing through development and implementation of GCNW's Income Generations Strategy .GCNW has a vision to mobilise funding from girl to girl through the Million Dollar Girl to Girl Campaign and since inception six US colleges have done many fundraising activities that need support GCNW wants to design and implement a major gifts initiative/campaign to secure new resources</p>
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Experience developing and implementing fundraising strategies • 2 years experience in writing successful funding proposals • 2 years experience in corporate fundraising • 1 year experience in community fundraising • Excellent written and spoken English communication skills • Excellent presentation skills • Excellent networking skills • Passion for the rights of vulnerable children • Creative and innovative • Able to meet deadlines in a timely fashion • Excellent organisational skills • Confident, assertive and self-managing • Experience in developing communication materials – leaflets,

	<p>website editing etc..</p> <ul style="list-style-type: none"> • Proven negotiation skills • Excellent communication skills • Computer literate • Proven ability to develop partnerships • Evidence of strategic thinking and planning • Experience of producing budgets and reports • Major gifts fundraising experience, having worked with volunteers is an advantage • Experience supervising volunteers • Fluency (written and spoken) in another language • Experience in University fundraising • Experience volunteering/ living in Africa <ul style="list-style-type: none"> • Experience in multi-media (i.e. video editing & production) • Ability to plan and execute business plans and fundraising strategies to strict deadlines • Developing new ideas across all fundraising streams including events, initiatives, online platforms, corporate and appeals; • Maintaining current online fundraising platforms.
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Duties	<ul style="list-style-type: none"> • Developing & implementing GCNW Fundraising Strategy (including our corporate fundraising work, trusts and grants work & community fundraising) • Researching & submitting funding proposals and applications to Trusts & Grant Making Bodies, (in consultation with CEO) • Creating and implementing a Donor Development Strategy for GCNW • Creating and distributing effective communication materials for the
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	<p>organisation</p> <ul style="list-style-type: none"> • Organising fundraising events • Writing donor reports • Organising and attending meetings with Trusts, Corporates' & Schools • Recruiting and supervising fundraising volunteers in the UK and US Offices for Million Dollar girl to girl campaign • Providing written fundraising reports for the Trustees on a quarterly basis

Job Title	Public Relations Advisor and Editor(Jo Anne Pritchard)
Unit	Management
Reporting to	CEO and Trustees
Salary	Volunteer
Based	South End on Sea ,Essex
Contract	Volunteer
Context	<p>Jo Anne Pritchard has contributed immensely to GCNW work through social networks such as face book. She has edited some advocacy papers for the organisation and these papers have received attention by policy makers in UK. In particular the paper she edited on behalf of the CEO appealing to UK government to stop deportation of Zimbabwean children has received a positive response from the home office. GCNW deals with sensitive issues that need someone with sharp Public relations skills, knowledge and experience and Jo anne has done this very well. There has been huge innovation and growth in this role, which will attract a thinking and resourceful person with a strong interest in GCNW work</p>
Personal Qualities	<ul style="list-style-type: none"> • A minimum of three years experience in organizational communications and/or national or international media relations experience, ideally with an international NGO coalition working in human rights or disarmament

	<ul style="list-style-type: none"> • Excellent written and verbal English communication skills. Other languages would be an asset • Strong writing and editing skills and keen attention to detail; ability to produce clear, concise written materials on tight deadlines for a variety of audiences. • Demonstrated knowledge of and experience with social media and Web 2.0 communication platforms • Strong computer literacy including experience with website administration systems, databases and Microsoft Office products. • Excellent and proven communication and interpersonal skills with a wide variety of multi-cultural, multi-lingual groups and stakeholders. • Proven capacity to work in a self directed manner as well as a demonstrated capacity to work collaboratively with staff and campaign members. • A demonstrable understanding of and commitment to human rights and/or disarmament issues • Creative and self-motivated • Desire and flexibility to travel internationally
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Duties	<ul style="list-style-type: none"> • A brand ambassador who completes first edit of printed materials in line with our style guide and to ensure these are girl child - friendly’. • Design and layout issues is supported by a working knowledge of DTP software (InDesign) • Updating web pages • Accurate proofreading skills and the excellent organisational skills • To act as a source of expertise and advice for the organisation on policy and public relations issues. • To identify and analyse current and emerging relevant policy issues and create robust policy positions for the organisation on the issues that will help drive forward positive change. • To prepare policy briefings and reports for internal use and external stakeholders, and to represent the organisation on public platforms as appropriate • To identify and create opportunities for research, collaboration and partnerships by the organisation.
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Job Title	Girls Empowerment and Education Fund Officer-Perrin Elkind (Volunteer)
Unit	Programs
Reporting to	Quality and Development Manager
Salary	tba
Based	California ,USA
Contract	
Context	<p>Girl Child Network Worldwide has launched the first ever fund to directly support girls throughout the world. The fund is small but growing daily. We are seeking a volunteer with passion and commitment to girls' empowerment and education. We prefer someone who has worked in grant making since the work requires processing all girls project proposals, analyzing and recommending to CEO and trustees which proposals to support, using a database system and preparing documentation for making grants.</p>
Personal Qualities	<p>A degree in social work, development, arts, education, philanthropy or a related field</p> <p>Knowledge, skills and experience in the above-listed areas.</p> <p>Analytical and able to work independently with minimum supervision</p> <p>Computer skills to work in a database, adding input and generating reports</p> <p>Report writing</p> <p>Monitoring and Evaluation and using M and E tools</p>
	<p>Receive proposals and create a database.</p> <p>Do needs assessment and recommend which proposals to be funded using the criteria developed and approved by trustees.</p>

	<p>Develop a reporting and monitoring system with girls' groups on the ground to determine what impact grants are making.</p> <p>Organize periodic monitoring and evaluation visits to girls projects</p>
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Job Title	Girls Empowerment Clubs Officer Adrienne Duke(Internship)
Reporting to:	Quality and Development Manager
Responsible for:	Girls Empowerment clubs and replication of Girl Child Empowerment Model
Salary	Volunteer
Start Date	
Terms	.
Context	<p>GCNW has started Replication of Girl Child Empowerment Model and this means systematic roll out of the GCN model as developed in Zimbabwe, through streamlined activities and leadership development activities and the need to set up quality standards.</p> <p>The program officer has a chance to be at the heart of delivering award-winning projects and programmes and will help support empowerment of girls through setting up girls empowerment clubs</p>
Key Responsibilities	<ul style="list-style-type: none"> • Supporting the successful development and replication of GCNW Girls empowerment model and club strategy <i><u>i.Girls Empowerment Clubs Worldwide</u></i> • 300 Girls' Clubs worldwide in five years to the current seven hundred that exist in Zimbabwe . Girls Clubs Empowerment training in The United Kingdom will be accessed by local and international girls clubs from six countries . • In expanding the network of clubs program officer will

evaluate where there is currently some form of GCN work going on and map what stage different groups are at and what support they will need.

- Need a clear system so as to avoid constantly reacting to ad hoc enquiries without a strategy.
- GCNW recognizes the principle that the empowerment model is universal – the need for the model exists among individuals and communities throughout the world. This principle underlies all tiers, even if development takes different paths in different countries.

GCNW affiliates representatives in various countries will be trained in the UK or by a mobile team (CEO ,Program officers and GCN affiliates staff) in their respective countries and the training will target the following;

- Country directors
- Aspiring country directors
- Aspiring club coordinators (who runs a cluster of clubs)
- Club presidents (the girls themselves – this is very important)
- Training other trainers for each of GCNW affiliates

Affiliates needs and categories

Below we have put the girls clubs in different categories and this is based on the needs assessment we have carried out internally

Tier 1: These are established girls clubs and they have an infrastructure. However, they need some follow up, revival, advanced training in fundraising in order to make them sustainable . They may set up their own networks .We strongly feel empowered girls should demonstrate this has been achieved by moving on .

- Currently only Zimbabwe-it is only in Zimbabwe that girls have operated for over ten years and there is alumni
- Focus on the alumni who are now coordinators
- Leadership grooming and support
- Have a role in documenting the model and training others
- Acts as host organisation for training, with oversight and support from the centre

Tier 2: We have trained a number of grassroots leaders in developing countries ,they are passionate and committed leaders but they need a lot of support in establishing girls clubs .These affiliates exist in ,

- Uganda, Botswana, Swaziland, , Ethiopia, South Africa , They need some support in finding their own identity and in development
- They need GEEF
- Also opportunity to develop strategic partnership funding partners –we will train affiliates how to write their own proposals to donor agencies

Tier 3: Beginner – Country networks who have expressed interest in forming girls clubs and these are girl child activists waiting to be trained

Ethiopia , Namibia ,Botswana and South Africa

- Country groups who are reaching out to GCNW for support, at very early stage eg Ethiopia
- *They have expressed interest in using GCNW name to ensure quality standards are in place to ensure that quality standards are in place for their girl child empowerment work*

Tier 4: Local – Formal and informal Western local GCNW Clubs

- Individual local girls groups from across the world in USA, UK and Canada who are young philanthropists raising funds to support GCNW affiliates in Africa
- Need to tailor make clubs according to their needs, and what they can offer the network
- Other groups who approach GCNW for training e.g. Forward UK (on FGM in Ethiopia)
- *Potentially* some of these groups also have an important fundraising function although this is not to be divorced from empowerment model

ii. Girls Empowerment Villages

****DEFINITION OF GIRLS EMPOWERMENT VILLAGE**:** These are safe and secure places and spaces run by professional social workers and based in rural communities of Zimbabwe where girls can come and heal from abuse and get referral from police ,social services and court .They get medical health, psychological support, training, empowerment, justice and education. Actual physical space/with

dormitory and rooms/centre where girls gather.

In England, the Girls Empowerment Village/Center will be the symbol to house the empowerment strategy and continue with the spirit of the *Vazvare/ princesses* which is a positive cultural practice in Zimbabwe that empowered girls and ensured they had their own spaces to meet and discuss issues affecting them and men who came to the princesses villages gave respect and honour to the princesses and rendered all support that ensured their protection .– the village is about the transformative experience and it transforms girl victims into survivors and leaders.

- Sheltering and protection of girls
- Locale of information exchange – counseling and positive practices for rehabilitation
- Women as role models – museum of achievement
- Centre for social support system
- Training will be a core activity of the GCNW Centre in the UK to make all this happen.

We will increase the number of Girls Empowerment Villages from the current 4, all in Zimbabwe , to a total of 8. All of the 3 additional villages will be in Uganda, Zimbabwe, Botswana, , South Africa,

GCNW Empowerment center will not be replicating aspects that are already served locally but instead will be a centre of research for best practice, knowledge centre to collect and disseminate best practice, to provide consultancy and training on issues such as sheltering of girls at risk.

- Promoting the model to schools in England. This may involve finding new and interesting ways to engage schools, carrying out presentations and taking part in conferences and external events.
- To provide an advisory, coordination and training delivery service in relation to the core learning portfolio of training offered to the UK girls
- Leading and managing the core training programme
- Providing support in the development and delivery of training programmes, primary responsibilities include:
- Organising induction programme and training for country Directors and club coordinators
- Researching and developing training materials related to all

	<p>aspects of Girls Empowerment clubs</p> <ul style="list-style-type: none"> • Developing and designing materials for conferences, presentations and workshops • • Facilitating training and researching and initiating contact with country chapters developing recommendations for how we work with them and, where appropriate, delivering against those recommendations. .
	<ul style="list-style-type: none"> • Passionate about using technology to connect girls with meaningful global friendships. You'll need to bring an inquisitiveness and enthusiasm for learning and sharing with other people. • Technically savvy. it helps to know your Twitter from your Facebook • An excellent communicator. You'll be sharing your ideas and talking with your work with everyone from your peers to our CEO, and external partners at all levels. • . • Organised and can get things done. There will be lots to do in this project so we need someone who can plan effectively and focus on the important things. • Friendly and good fun. We're a lively team and want to work with people who want to have fun too. • Positive and "solutions focused". A lot of what we do is around solving problems and <u>a</u> key part of your job will be helping us do this. • Creative, resilient and flexible. We're a fast paced and growing team and you need to be able to deal with change positively and creatively. • Active, and takes the initiative. • Knowledge of the education sector. This can be formally by working in a school in some capacity, or by working on informal education projects perhaps with another charity or NGO. Above all this, you need a passion for helping people learn about themselves and each other. • Spent some time working in a charity, NGO or another values

	<p>driven organisation. Although we're a charity and a social enterprise and absolutely need to make sure that our finances add up, the most important thing in this job is demonstrating you'll put our charitable objectives at the heart of what you do.</p> <ul style="list-style-type: none"> • <u>Worked on a project delivered over the web. making use of the Internet to maximise the number of people we can interact with.</u> •
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Job Title	Advocacy and Speak out officer (Tatenda Dimbi Volunteer)
Unit	Programs
Reporting to	Quality and Development Manager
Salary	Tba
Based	Essex UK (Not strictly)
Contract	

Context	<p>GCNW is an advocacy organisation whose mandate is to speak on behalf of the voiceless girls in order for policy and laws to change in Africa. So far two issues for advocacy have been identified</p> <p>1. Girls should go to classrooms and not bedrooms-we realise that the apostolic churches in Zimbabwe and some extreme traditionalists have held girls as sex slaves and all means necessary need to be put in place for the girls to be freed</p> <p>2. Condoms are given for free and yet girls are made to pay for sanitary towels and these are basics. Many girls who cannot afford miss 3 months of their schooling per year. We want this issue to be dealt with urgently so that governments in Africa make sanitary ware a basic need</p> <p>3. Rapists are walking scot free and are not given deterrent sentences. We will track cases where this happened and do class action and even seek for justice outside the countries. Cases of Reserve Bank Governor Advisor Dr Munyaradzi Kereke clearly show that justice delayed is justice denied. We want to build a team of international pro bono lawyers to revisit the cases and make some cases test cases</p>
Personal Qualities	

Duties	<ul style="list-style-type: none"> • Obtain data and analyze public policy. • Research, analyze and write reports. • Initiate and suggest topics for legislative priorities consistent with the organization's vision and mission in order to develop the organization's legislative agenda. • Convene interested parties on policy agenda. • Interact with and build relationships with members of the executive and legislative branches of governments • Coordinate advocacy efforts in line with the legislative deadlines • Monitor legislative bulletins regularly for notification of relevant meetings and events. • Review and track proposed legislation that intersects with the organization's interests • Provide timely alerts to the organization and Trustees on legislative developments
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- Legislative reports and events.
- Prepare testimony for appropriate submission.
- Testify at public hearings.
- Advocate for policy recommendations in line with the organization's vision and mission.
- . Plan and execute public forums.
- Convene meetings of local, regional and/or statewide oral health partners
- Develop print/on-line advocacy toolkit
- Provide advocacy training to constituent groups.
- Provide technical assistance as needed BY Country Directors
- Understand and identify federal legislation that intersects with the organization's interests.
- Connect policy work to the organization's outreach, coalition and advocacy activities.
- Collaborate with other advocacy organizations and coalitions.
- Serve on relevant boards and committees.
- Build and strengthen partnerships and collaborations with colleagues, advocates and stakeholders across the spectrum.
- Recruit and train volunteers to assist with select tasks (such as rallies, speaking engagements, special events, house parties, 1:1 meetings).
- Organize, train and mobilize stakeholders around common goals.
- Build and maintain a worldwide membership base.
- Organize regional efforts with stakeholders.
- Write and distribute the organization's monthly electronic alert notices. Support and inform the organization's Board of Directors on advocacy and related matters.³⁰.
- Create and maintain collaborative efforts with community stakeholders (including, but not limited to, consumers, family members and select demographics).
- Create and maintain relationships with oral health providers and constituent groups.

	<ul style="list-style-type: none"> • Assist with overall maintenance of the organization and its offices. • Provide regular monthly progress reports to Quality and Development Manager • Other duties as assigned by Quality and Management Manager
<p>Person specification ,Qualities</p>	<ul style="list-style-type: none"> • Community organizing/community mobilization. • Experience with volunteer recruitment, volunteer management and leadership development. • Excellent verbal and written communication skills. • Computer literate, ability to learn and use specialized software programs (such as Constant • Contact and social networking vehicles). • Ability to prioritize and manage multiple tasks simultaneously. • Competency working with the legislative process. • Effective meeting facilitation skills. • Minimum of four (4) years of advocacy experience. • Minimum of three (3) years of legislative advocacy experience. • Experience working in deadline-driven environment • Ability to work well alone and as part of a team. • Ability to handle multiple concurrent assignments and meet deadlines

Country Representatives/Directors(6)

Job Title	Country Representatives/Directors(6)
Reporting to:	Quality and Development Manager
	<p>GCN Zimbabwe-Nyasha Mazango</p> <p>GCN -South Africa</p> <p>GCN-Uganda-Memory Bandera</p> <p>GCN -Sierra Leone –Anita Koroma(Volunteer)</p> <p>GCN -Canada (Vacant)</p> <p>GCN - USA (Vacant)</p> <p>GCN-Australia (Vacant)</p>
Salary	tba
Start Date	
Terms	
Contract Duration	
Context	<p>We are a lead organisation in empowerment of girls worldwide and this will show with leadership of our country directors on the ground.</p> <p>It is a role requirement that the job holder must fully comply with, promote and live GCNW CORE VALUES:</p> <p>The Country Director (CD) is responsible for a successful and sustainable development of GCNW</p> <p>She ensures the attainment of GCNW goals and objectives and provides leadership to the team to develop, implement and expand the national programme efficiently and effectively, thereby maximising our impact on girls empowerment ,external resource development and highly regarded and well resourced as well as influential organisation</p>

<p>Key Responsibilities</p>	<ul style="list-style-type: none"> • Build and maintain excellent relations with government, relevant professionals, businesses, NGOs and community groups. • Evidence of regular contacts and interactions with donor representatives • Actively seek and secure increased financial resources for further programme expansion and ongoing programme development. • In-country donor funding has been achieved • Maintain excellent relations with donor agencies. • Evidence of regular contacts and interactions with donor representatives • Ensure donor reports are on time and to a high standard. • All donor reports submitted on time and to a high standard • Ensure GCNW has a leadership position on girls issues • GCNW leads discussions and best practice development regarding girls empowerment • Strategic and Annual Planning; Successful strategic development and national expansion of GCN • Lead the development of strategic and annual plans aimed at maximising the opportunities available to GCNW as a sustainable, long term, leading service organisation. • Robust and thoughtful strategic and business plans developed by the team and implemented Maintain an overview of key developments in the sector and in the country relevant to GCNW strategy and utilise this in planning. • Current national and international developments factored into on-going plans • Review and update strategy as required in the light of changing circumstances and evidence of programme impact.
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	<ul style="list-style-type: none"> • Oversee the development of a comprehensive marketing plan in order to effectively promote all aspects of the programme to target groups and to establish strong corporate and brand identity. • Current country marketing plan • Financial Management; GCNW have excellent financial health • Ensure effective financial management and accounting systems, ensuring Global Partnership, national and international standards are established, used and maintained. • Ensure MSM adheres to all local statutory obligations. • All annual returns submitted to relevant bodies on time – evidence of this is sent to GCNW • Ensure that management team are provided with and understand key financial and statistical performance information in a timely manner to be used for decision making. • Evidence that management team understand organisational performance and take decisions accordingly • Ensure that GCN sends accurate and timely monthly financial and statistical reports to GCNW by 21st of the following month • Monitor cash flow and expenditure against budget and ensure corrective action is planned and taken where needed. • Cash flow managed on a monthly basis <p>Programme Implementation; Ensuring continued delivery of high quality services across all existing</p>
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clinics and outreach sites and via social marketing

- Continue to develop and strengthen systems and processes to support field level operations, including provision of technical and management support, and central as well as local level marketing and promotion.

- Quantitative service results and efficiency indicators (KPIs)
- Robust monitoring systems established and utilised across the programme.

- Monitoring plan – audits and scans
- Provide appropriate guidance and intervention to clinic/outreach

teams in overcoming difficult/unforeseen situations.

- Effective management of emergency and crisis situations. All

clinical complications reported to GCNW

- Ensure quality of care is maintained at all times and in all service

delivery locations.

- Girls exit surveys Choice Audit
- Ensure timely and accurate collection and collation of statistics and

information, and timely reporting to MSI, Government of

Madagascar and donors.

- Timely submission of reports – accuracy of data validated through internal audit
- Ensure effective communication between support office and field

based teams.

- Awareness of key results and activities across organisation

Programme Implementation; Ensuring timely

and quality implementation of all existing and externally funded projects

- Provide support and guidance to the Operations and Projects teams

in designing and establishing interventions.

- High quality proposals and budgets submitted that are in alignment with strategic priorities

- Oversee the implementation of donor funded projects to ensure

satisfactory delivery of project outputs.

- High quality implementation - project tracking internal reports

and donor reports (signed off by CD) and audits

- Maintain regular high level contacts with important donor agencies

to facilitate project implementation.

- Evidence of regular communication with donor – informing GCN

and donor when there are delays in implementation Job Framework, Country Director,

- Taking lead role in managing formal review/evaluation missions.
- Well planned evaluation – documentation and field visits

prepared in advance

- Team Leadership; A motivated

productive and appropriately managed

team

- Provide overall leadership and strategic direction to the team.
- Organisational performance; Organisational Development Tool

completed and continually improving scores received

- Foster GCNW management culture and social business approach

across the team.

- Employee satisfaction surveys continually improving results.

Organisational performance improves

- Directly manage the GCN Executive Team to include recruitment, induction, performance monitoring, motivation, support to personal development and dealing with disciplinary issues in line with GCNW personnel policies.

☑ Performance Plus Appraisals completed at least annually and individual development plans prepared

- Ensure that good human resource systems and procedures, in line with best practice, are developed and implemented.

- Organisational Development Tool

- Ensure that skill requirements are identified and that team members receive appropriate performance development opportunities

- Organisational Performance including audits and report.

PDPs in place for key all team members

- Ensure that effective and appropriate external technical assistance is called on to provide high quality inputs and outputs

- Organisational Performance improves continuously

Accountability to GCNW ;

- Agree strategic and annual plans with MSI and liaise closely with GCNW over resource development and negotiations with government and donors.

- High quality business plan and strategic plan developed and agreed with stakeholders

	<ul style="list-style-type: none"> • Report to GCNW in a timely fashion in accordance with Partnership requirements. • Reporting to MSI is timely and of good quality. • Ensure that the MSI Partnership Manual guidelines are observed. • Results of Scans/Audits and Organisational Development Tool • Actively participate in occasional regional or international meetings of the GCNW Global Partnership as required. <p>☐ Level of participation (presentations, etc) at MSI meetings</p>
<p>Skills and Experience</p> <p>Qualifications</p>	<ul style="list-style-type: none"> • Relevant University Degree and advanced qualifications. • Fluent English (Essential) and strong French language skills. <p>Experience:</p> <ul style="list-style-type: none"> • understanding of the issues surrounding provision of reproductive health care services internationally • understanding of major policies/ issues of large bilateral/multilateral donors • strong working knowledge of business practices • strong strategic management experience • understanding of basic research processes and evidence-based programming Job Framework, Country Director, • significant project/ programme management experience gained within the reproductive healthcare sector or related field • experience in leveraging funding from institutional donors • demonstrated experience in team management and leadership • proven ability to work in partnership with other NGOs, government bodies etc., to achieve project/programme objectives • experience of implementing service delivery

	<p>projects/programmes</p> <ul style="list-style-type: none">• experience of running a similar country programme would be a distinct advantage• experience in financial planning/management <p>track record in achieving financial and non-financial targets</p> <ul style="list-style-type: none">• experience with social franchising models would be an advantage• experience with results based financing schemes would be an advantage <p>Skills:</p> <ul style="list-style-type: none">• advanced interpersonal/ communication skills - both oral and written• leadership skills; able to build effective teams• analytical and organisational skills• strategic planning skills• fundraising and negotiation skills• ability to identify innovative programmatic ideas and ensure they are well implemented <p>Attitude / Motivation:</p> <ul style="list-style-type: none">• inspirational, dynamic and persuasive• collaborative approach to team working• strong personal commitment to the goals of the MSI Global Partnership and the vision to put it into practice• able to travel extensively in-co in-country and over overseas
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Advisory ,Internship Volunteer ,Support staff positions

Website ,Donations Database and IT Assistant

Job Title	Website , Donations Database and IT Assistant(Jackie James)Volunteer
Unit	Fundraising and communications
Salary	Volunteer
Based	Essex
Contract	Volunteer
Context	GCNW has received a substantial number of donations from individuals especially in USA. Jackie James, a committed and hard working volunteer helped track all of them and created a data base. We have to make a follow up with the individual donors with reports and updates on how their funds impacted on the lives of girls in Zimbabwe and other parts of Africa.
Personal Qualities	<ul style="list-style-type: none"> • Confident, determined, excellent interpersonal skills and experience of working in a team; • Creative and innovate with the ability to follow through ideas into reality; • Able to plan, organize and prioritize a wide range of activities with a fine attention to detail; • Able to meet deadlines and handle pressure; • Flexible and able use own initiative
Main Duties	<ul style="list-style-type: none"> • Processing donations and sending thank you letters • Administering Gift Aid declarations and pay pal individual donors • Training and supporting database users. • Processing all Trust, Company and Legacy donations and informing the members of staff who are responsible for thanking the donors. • Dealing with internal and external enquiries. Other ad hoc duties. • Implementation of marketing and communication plans, including use of social media; • Database/data-capture for contacts and donors; • Updating and maintaining website;

	<ul style="list-style-type: none"> • Responding to individual sign-up requests; • Developing content for GCNW website, and our eNewsletter using web & newsletter editing software (training will be provided);
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Qualification and Areas of expertise	<p>The successful candidate will have experience in data entry, knowledge of databases, and will have a strong understanding of Microsoft Office</p> <ul style="list-style-type: none"> • Excellent written and verbal skills in English; • IT literate - including all programs in MS Office. • Experience in organizing events; • Experience of fundraising and/or general marketing and/or communications; • Good understanding of online marketing and communication platforms incl. social networking (Facebook, Twitter, Youtube, Flickr etc);
Target	5
Number of openings	4
Areas of need	IT and website skills

Job Title	Marketing & Communication Advisor (Leanne Grossman)
Unit	Communications
Current status	

Context	Leanne Grossman has helped GCNW since inception as advisor on Media and Communications. She coordinated CNN Heroes award and helped GCNW to connect with many funding partners and individuals. She coordinated and ensured strong, distinct public brand for GCNW with the media, the public, members and stakeholders. She developed in collaboration with staff and trustees , an innovative, dynamic communication and media policy.
Based	UK/USA
Contract	
Context	
Personal Qualities	<ul style="list-style-type: none"> • Direct marketing and fundraising experience. • Experience of writing copy including marketing copy and correspondence to organisations and individuals at all levels • Project management and dealing with agencies and suppliers. Excellent organisational and prioritisation skills. Computer literacy, including Word, Excel and Outlook. • Good analytical skills. Practical cost-effective solutions. • Team player with good communication skills. Good verbal customer service skills. • Excellent written and spoken English skills, good telephone manner and ability to convey design concepts. The ability to take the initiative and motivate others. An interest and ability in keeping abreast of events with girls programs

Qualification and Areas of expertise	
	<ul style="list-style-type: none"> • Together with the Marketing team responsible for the planning and implementation of Million Dollar Girl to Girl Campaign and membership recruitment, retention and development programme.

	<p>This includes direct mail appeals, advertising, raffles and competitions, merchandise, telemarketing, online marketing, legacies and any other projects</p> <ul style="list-style-type: none"> • To work with external agencies, consultants and suppliers using project management techniques to deliver the fundraising and marketing plan including writing campaign briefs, schedules and monitoring performance. • To produce fundraising and marketing materials to increase number and lifetime value of supporters. • To analyse and report on marketing and fundraising campaign results and make recommendations for future activity to improve results and cost effectiveness. • To ensure all communications meet regulatory requirements and internal and charity sector best practice guidelines. • To communicate timely and directly by phone, email and letter to supporters where this relate to a marketing function. • To contribute to the smooth running of the Marketing team, including maintaining accurate and well organised central filing system. • To undertake any other duties compatible with the nature of this post, or as directed by the Marketing Manager. • To ensure all office procedures are followed and implemented in accordance with League policies and practices.
Number of openings	
Areas of need	

RESEARCH INTERNS ON VARIOUS ISSUES PERTAINING TO GIRLS IN AFRICA

		Essential	Desirable
Qualifications	Educated to degree-level or equivalent	x	

Experience	Experience of working within the International Development sector and/or good knowledge of global poverty issues		x
	Experience of institutional fundraising and bid writing (either in voluntary or professional capacity)		x
	Experience of conducting desk-research and producing detailed reports	x	
Skills	Excellent administrative skills including attention to detail	x	
	Strong verbal and written communication skills	x	
	Excellent ICT skills (including MS Office)	x	
	Fluency in English (written and spoken)	x	
	Excellent research skills	x	
	Team work skills with strong interpersonal skills	x	
	Strong time management and organisational skills with the ability to plan and prioritise a diverse workload	x	
	Ability to develop and maintain a variety of key partnerships	x	
	Second language		x
Knowledge	Understanding of international development issues including the role of the UK Government, NGOs and other bodies	x	
	Understanding of fundraising strategies		x
Ability	Willingness to sometimes work out of hours (i.e. evenings and weekends)		x
	Flexibility and willingness to take on a range of tasks	x	
Commitment	Commitment to equality of opportunity and diversity	x	
	Commitment to the aims and objectives of GCNW by 2015	x	