

Network Coordinator Job Description

Post: **Network Coordinator**

- Contract: Full time
- Starting salary: £42,979 (Band C1)
- Location: ActionAid, 33-39 Bowling Green Lane, London, EC1R 0BJ (hybrid)

Background

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

Overall role of the Network Coordinator

The Network Coordinator is part of a small team comprising of the Director, Head of Policy, Network Coordinator, Communications and Policy Assistant and volunteers.

The Network Coordinator role lies at the heart of the network ensuring it functions efficiently while leading our activities to support our members in their work on gender equality and women's rights. They work alongside women's rights advocates and practitioners across a range of issues within the international development sector, while ensuring that the organisation runs smoothly.

Specifically, the role is to:

- Manage the network's finances and funding processes
- Manage the administration of the Secretariat
- Coordinate support to the network's members
- Coordinate support for the different branches of the network

Specific Tasks

- 1) Manage the network's finances and funding processes**
 - Manage the finances and accounts including invoices, receipts, payments, book-keeping and quarterly budget updates and liaising with GADN's accountants and payroll providers
 - Complete all required financial reports and file tax returns
 - Manage annual membership subscriptions
 - Work with the Director in identifying and securing core grant funding
 - Manage the administration of grant funding including invoices, activity monitoring, donor reports and relations with any sub-grantees

- 2) Manage the administration of the Secretariat**
 - Produce GADN's Annual Review
 - Respond to external enquiries in the 'Coordinator' and 'Recruitment' inboxes
 - Manage GADN volunteers
 - Keep all HR and other files and records in order
 - Maintain internal communications systems (email, calendars, document sharing, team meetings)
 - Manage the monitoring and evaluation processes of the network
 - Ensure all legal reporting requirements are met

- 3) Coordinate support to the network's members**
 - Act as a friendly, supportive and approachable face of the network
 - Provide support to the network's Working Groups, liaising closely with their Chairs
 - Organise four Members' Meetings per year, working with others in the team
 - Organise other events and support for network members working with others in the team
 - Induct new members
 - Respond to requests for information from members

- 4) Coordinate support for the different branches of the network**
 - Service the Board of Trustees including arranging meetings, preparing papers and taking minutes
 - Organise and minute meetings of the Network's Advisory Group and Chairs of Working Groups
 - Ensure communications and updates are shared between different branches of the network including reporting to the Board on Working Group activities
 - Administer annual planning processes and support the development of the network's next three-year strategy

- 5) Other**
 - Undertake any other reasonable task as needed

Management

The post is line managed by the Director. The Network Coordinator will also work closely with the Head of Policy, Communications and Policy Assistant, Co-Chairs of the Board, Treasurer, Working Group Chairs and members of the Advisory Group.

PERSON SPECIFICATION

Skills and Experience

Essential

- Demonstrable financial numeracy and experience of organisational financial systems including accounts, budgets, spreadsheets and banking
- At least two years worth of administrative experience
- IT literacy - ideally including Microsoft Word, Excel, G Suite, and Squarespace
- Ability to write clearly
- Proven ability to organise and plan effectively, prioritise workloads and work on own initiative with limited support
- Demonstrated commitment to, and enthusiasm for, promoting women's rights and gender equality
- Excellent interpersonal and communication skills

Also desirable

- Understanding of gender and development issues, including racial justice
- Experience of organising meetings and events
- Experience of working with a network
- Experience of working with a Board of Trustees
- Experience of minute taking
- Experience of working in an NGO

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

How to apply

To apply for this role, please download and complete the application form and return it to recruitment@gadnetwork.org by **9 am on Monday, 24 June 2024**.

Interview process

There will be two rounds of virtual interviews. The first will be held on **Friday, 5 July 2024** and the second on **Friday, 12 July 2024**. Please note that for candidates shortlisted for the first round of interviews, there will be a one-hour virtual test on **Tuesday, 2 July 2024**. If you are not able to make any of these dates, please let us know in your cover email.

GADN is seeking people from diverse backgrounds and life experiences to join our team. As we continue working to decolonise our practice and build an anti-racist organisation, we actively welcome applications from Black women and Women of Colour who we recognise are under-represented in the UK international development sector. If you share our core commitments we would love to hear from you!