

GENDER & DEVELOPMENT NETWORK

Membership Communications Volunteer Job Description

Title	Membership Communications Volunteer
Main point of contact	GADN Policy and Advocacy Officer and GADN Coordinator
Starting	7 September 2026
Estimated duration of role	Between six months and one year with possibility to extend
Location	Home-based with travel to central London to support quarterly Members' meetings
Recompense	Unpaid (reimbursement of £10.00 for lunch per working day, reimbursement for travel to events upon approval)
Core Hours	Core staff hours 10am – 5pm. Volunteer post-holders do not need to work within these hours.
Post holder hours	3.5-7 hours per fortnight ideally to be worked on alternate Wednesdays (PM) or Thursdays (AM).

About GADN

The [Gender and Development Network](#) (GADN) brings together expert NGOs, consultants, academics and individuals committed to working on gender, development and women's rights issues.

Our vision is of a world defined by social and gender justice where women and girls in all their diversity everywhere can claim and enjoy their rights, and live free from oppression, prejudice and discrimination.

Our goal is to promote gender justice and the rights of women and girls across the Global South who face multiple and intersecting forms of discrimination, putting their voices, analyses and priorities at the centre of policy making, creating more just societies.

Our understanding is that the achievement of gender justice, within a global justice framework, demands the transformation of existing social, political and economic structures. This includes dismantling coloniality: the pervasive attitudes, logics and structures that (re)produce, support, and legitimise new and existing forms of colonial power relations.

We understand too that change happens by influencing and challenging those with power and building collective, positive power by working in alliances. As a network, we build and support collaboration among our members to maximise our combined influence. We recognise that how we work is important, pushing ourselves to be more feminist, anti-racist, and decolonial, adapting our methods to reflect new learning.

Our commitment as a feminist organisation is to challenge and change the unequal power relations created by patriarchy, white supremacy and colonialism. As an organisation located

in the UK, we acknowledge our particular responsibility to hold the UK government to account for colonial legacies and ongoing coloniality, and to promote global justice by challenging the international systems that perpetuate inequality. We recognise and seek to disrupt the intersecting oppressions and discrimination that shape the lives of women and girls in different ways and in promoting alternatives we strive to be led by the analyses and demands of feminist organisations and movements across the Global South.

We pursue our goals in four ways:

- We work collaboratively and strategically with feminist organisations and movements globally to influence global policy and support feminist alternatives.
- We work with our members and allies to hold the UK government to account and promote a more progressive agenda.
- We support, collaborate with and promote best practice among members.
- We strive to build a network capable of achieving our aims

Main purpose of this role

The Gender and Development Network is currently advertising for two Membership Communications Volunteers to support our Secretariat. These roles would be suitable for those with a passion for international development and women's rights and an interest in communications and membership organisations. Each role is for half to one day per fortnight for at least six months.

The volunteers will support the Secretariat in carrying out communications and membership admin tasks. Tasks include processing membership enquiries and compiling engaging and informative content for our weekly membership newsletter.

The volunteers will also support the organisation with events including quarterly members' meetings.

Volunteer tasks and responsibilities:

- Collating and editing information for GADN weekly members update, including conducting basic desk research and putting content together on an email marketing software.
- Supporting GADN's social media presence on Bluesky by drafting and re-posting content from members.
- Managing GADN working group email lists and requests to join the Women of Colour Forum.
- Supporting the management of a busy internal inbox including responding to and actioning basic member queries where relevant.
- Supporting quarterly in-person GADN members' meetings by attending and assisting with related logistics.
- Any other related work to the above.

Skills and Experience:

- Fluent spoken and written English
- Passion and commitment towards the aims of GADN and to feminist, anti-racist and decolonial principles
- Ability to communicate clearly with different stakeholders.
- Capability to digest information and produce clear, engaging and accessible written content for online communications.

- Demonstrable commitment to ensuring work is to a high standard.
- Attention to detail
- Ability to work independently and in an organised fashion
- Computer literate (Word and Excel)
- Familiarity with social media platforms, including Bluesky
- Experience of data handling (desirable)
- Experience of inbox management on behalf of an organisation, group or society (desirable)
- Experience writing for newsletters and using newsletter platforms (desirable)

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!

Equality Opportunities Monitoring

GADN encourages equality and diversity in the workplace. Please complete the anonymous [Equal Opportunities Monitoring form here](#) (note that filling in this form is voluntary).

Data Protection

By submitting your application for this role, your personal information will be stored and maintained with appropriate confidentiality in line with GADN's [privacy policy](#).

Thank you and we look forward to receiving your application!