

**Soroptimist International  
Recruitment Pack  
International Director of Advocacy 2026- 2027**



Presented by SI President  
Siew Yong Gnanalingam

and

SI President Elect  
Renata Trottman

September 2024

## **SOROPTIMIST INTERNATIONAL DIRECTOR OF ADVOCACY, 2026 - 2027**

### **Call for Applications:**

### **Soroptimist International Director of Advocacy**

**Term of Office: 01 January 2026 – 31 December 2027**

**Start of term: 01 January 2025 (as Soroptimist International Director of Advocacy Elect)**

Soroptimist International is pleased to announce that it is inviting applications for the volunteer role, SI Director of Advocacy for the 2026– 27 biennium.

*Please note that the duties of the appointed post holder may vary from those detailed in this pack.*

The SI Director of Advocacy (SIDA) is appointed as a Director of SI (Soroptimist International) Limited (the Company) and a member of the SI Executive Team. She leads the work of the Global Impact Committee and contributes to the work of the Global Policy Committee, liaising with the appointed team of SI United Nations Representatives. She collaborates with the Global Communications and Soroptimist International Foundation Committees to promote and develop the advancement of the agenda for women and girls. The SIDA liaises with and is further supported by the SI Global Executive Director (SI GED), the SI Global Policy Advisor and the SI Communications Manager. The SIDA is expected to actively support and promote the SI Strategic Plan advocacy goals and encourage Federation participation and support of all SI advocacy work.

### **Skills and Experience required for this Role include:**

- A sound knowledge of, and demonstrated interest in SI advocacy and related activities, evidenced by service/experience at International Board level and/or International Programme/UN Team and/or recognised Federation programme leadership role;
- Knowledge of the United Nations representative structure, and the place of SI in that structure;
- Strong leadership skills;
- Able to delegate and share responsibilities;
- Ability to collaborate, be flexible and build an effective team;
- Well-developed oral and written communication skills in English;
- Sound IT skills; excellent research, editing and writing skills;

Candidates are encouraged to demonstrate their knowledge of SI's global impact and policy work (advocacy work) and respond to the responsibilities of the role with comparative examples of work in their application. These will be reviewed at interview and further attested to by both professional and character references. The successful candidate will be able to converse (both written and orally) confidently in English. She will routinely be in correspondence by email with the SI President, the SI Board and Committees and the SIHQ Team. She can expect to assign an average of 3 days per week which will fluctuate according to activity and events and may increase during key advocacy times in the calendar. The appointed person will be a volunteer and an accredited member of their nominating Federation. She should be resourceful and efficient, a confident presenter and willing to work across

several time zones with SIHQ and appointed volunteers using virtual meeting software. She will need to be a proficient user of Microsoft Office applications and email and virtual meeting applications.

### How to Apply

Candidates should demonstrate their ability to execute the role by submission of their CV and supporting statement and follow the timeline given below. Please indicate your consent for your application documents to be stored on SI system (encrypted) and forwarded to the SI selection panel appointed for the process. Please include the names and contact details for references (ideally one professional and one Soroptimist) who may be contacted to provide a reference for you. Please indicate your consent to being contacted. Your application should be sent to your Federation Executive Director by **13 November 2024**.

### Background Reading About SI

You can review and download the company Articles of Association and the SI Bye-Laws from the resources section of the SI website here: [SI Resources - Soroptimist International](#)

The SI 2024 HLPF Report can be viewed and downloaded here [HLPF-Brochure-F.pdf \(soroptimistinternational.org\)](#)

and the 2023 SI Annual Report here [Annual Report 2023\(soroptimistinternational.org\)](#)

General queries or requests for an informal discussion should be sent to the SI GED by email to: [deborah.thomas@soroptimistinternational.org](mailto:deborah.thomas@soroptimistinternational.org) by **14 October 2024**

### Federation Executive Directors and Headquarters

**SI of the Americas**, Michelle Burnett, Executive Director, [michelle@soroptimist.org](mailto:michelle@soroptimist.org)

**SI of Europe**, Lora Foster, Executive Director, [Lora.FOSTER@soroptimisteurope.org](mailto:Lora.FOSTER@soroptimisteurope.org)

**SI of Great Britain and Ireland**, Executive Officer, Gina Coad [hq@sigbi.org](mailto:hq@sigbi.org)

**SI South East Asia Pacific**, Executive Officer, Gabbi Kearny [hq@siswp.org](mailto:hq@siswp.org)

**SI Africa, Executive Assistant, Melody Rosette** [admin@siafrica.org](mailto:admin@siafrica.org)

<b>Timetable:</b>	
Applications open:	09 September 2024
Candidates to submit Applications to their Federation Executive Director by:	13 November 2024
Federation to forward applications to the Global Executive Director	20 November 2024
Shortlisting:	Shortlisted candidates will be notified by 30 November 2024
Interview Dates:	December – dates to be advised
Ratification of appointment	December 2024/January 2025 by the SI Board
Final Appointment:	Successful candidate will be notified no later than 15 January 2025

## **About Soroptimist International**

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

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

The Federation of Soroptimist International of the Americas  
The Federation of Soroptimist International of Europe  
The Federation of Soroptimist International of Great Britain and Ireland  
The Federation of Soroptimist International South East Asia Pacific  
The Federation of Soroptimist International of Africa

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

The SI Global Executive Director is appointed as the Secretary of the Company. The Company conducts its finances principally in UK pounds, Euros and US dollars; other currencies as required are also transacted. The SI Board act as the sole Trustee of Soroptimist International Foundation which has charitable status from the Charity Commission, England and Wales. The Foundation is now the home for SI projects and fundraising; finances and activity are reported on and maintained separately from SI.

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

The Company has an Executive Team who serve for a pre-determined biennium and who are more involved with the day-to-day management of activities and work closely with the permanent staff at SIHQ. The Executive Team comprises: SI President, SI President Elect or SI Immediate Past President, SI Director of Advocacy, the SI Treasurer, the SI Procedural Consultant and SI Global Executive Director. Principle activities of SI include Global Policy, Global Impact, Communications, Soroptimist International Foundation, and International Conventions every four years.

Since 2021 the company has restructured its' committees to maximise advocacy efforts, work has been restructured in more committees to facilitate partnerships with other organisations and improve channels of communication within the organisation.

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

*Please note that the duties of the appointed post holder may vary from those detailed on the following pages.*

### **Criteria for selection**

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

### **How Elected**

The position of SIDA shall appear on the members' section of the SI website and on Federation websites together with the job description and person specification. Candidates must send their application electronically to their Federation Executive Director by 13 November 2024. The Federation Executive Director shall forward the application signed by an Officer of the Federation together with a letter confirming that the candidate is in good standing in respect of the criteria of her Federation to the SI Global Executive Director at SIHQ by 20 November 2024.

All applicants should also provide contact details (preferably email) for a person who can provide an up-to-date character reference and a person who can provide a professional reference, both of which attest to the suitability of the applicant in respect of this role. References will be sought independently by SI therefore please ensure that the contacts are aware that their email address will be shared with SI.

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

By 24 December 2024, the panel appointed by the SI Board shall interview and advise the Board of their selection for approval by the Board by secret electronic ballot. The result will be announced as soon as the outcome of the ballot is known, and the candidate will take up the position of SIDA Elect as early as possible in 2025, the year prior to her term commencing.

### **Commencement of office**

SIDA Elect will take office by 1 January (or as early as possible in 2025) of that year before her term of office commences. Term as SIDA will begin January 1 at the beginning of the biennium. Refer Part 8.4.3 of the Bye-Laws.

### **Term of office**

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

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

- Liaise with the SIDA regarding all aspects of Advocacy as detailed in the Responsibilities of the SIDA (see duties of the SIDA below);
- Collaborate with UN teams as assigned;
- Attend Electronic Board Meetings and Advocacy meetings as a silent observer;
- Attend meetings at UN Centres and CSW if budget allows and the SI President and SIDA agree;
- Attend Face to Face Board meeting the year prior to resuming her role if invited and budget allows.

### **Responsibilities for the SIDA**

- Act as Director of SI and a member of the Executive Team. Lead the work of the Global Impact Committee.
- Contribute to the work of the Global Policy Committee.
- Work in collaboration with the SI President, Global Executive Director (GED), Global Impact, Global Policy, Global Communications committees to deliver Soroptimist International's Global Impact and Influence Global Policy.
- Member of the Advocacy Coordination Committee.

### **Promotion of Advocacy**

- Develop and promote SI Strategic Plan for Programme Goal 1: Soroptimist International will be a global voice for women and girls;
- Liaise with the SI President, the GED and the Chair of Global Policy on all aspects of global advocacy work;
- Liaise with the SI President and the SI Global Policy Committee on the adoption of SI advocacy positions;
- Actively work with the Global Communications Committee to coordinate publicity and promotion of SI global advocacy achievements, results and impact to the Federations;
- Collaborate with the Global Policy to develop and maintain partnerships;
- Submit quarterly reports to the SI Board.
- Prepares content for the company annual report.

### **Global Policy (UN Representatives)**

- In consultation with the SI President and Chair of Global Policy Committee, plan an effective programme aligned to the SI's Strategic Plan and Sustainable Development Goals;
- Collaborate with the Global Impact Committee to review, develop and suggest edits to SI Official statements, including Where We Stand Position Papers and any written official statement. Work with SIHQ and Federations to collect and report on data (grassroots project work) to support SI's general status at the UN and provide UN reps with information needed for UN meetings.

### **Global Impact (Working with Federations)**

- Create a calendar of meetings and events for the Global Impact Committee;
- Conduct meetings of the Global Impact Committee (Federation Representatives) to inform and discuss matters related to Global Policy;
- Plan and develop opportunities for the Federations to work with SI on joint Advocacy Campaigns;
- Coordinate SI and Federation participation in CSW, including allocation of registrations, input into statements, plan parallel and side events with Global Policy Team, communications plan, training, webinars and the reception and plan for advocacy resources for CSW;
- Develop opportunities for the Federations to attend meetings at the UN;
- Collaborate with the Global Policy Committee and SI President on all official statements to be approved by the Board.
- Monitor trends in issues relating to SI's mission as allocated (based on the focus areas of UN Women) through internal and external channels; communicate as appropriate.
- Coordinate activities and agree participations by the Representative to The Commonwealth Representative

### **Finance – Advocacy Budget**

- Identify and liaise with the SI Treasurer, SI President, Global Policy Team and GED to develop an annual SI advocacy/UN budget;
- Undertake a quarterly review of the budget status;
- Allowable expenses – see SI Travel and Expenses Policy. Any major expenditure must be approved by the SI President and GED and be within the SIDA's budget. Any expenditure from the Special Representation budget must be approved by the Director of Advocacy and the GED;
- All budgeted expense claims must be submitted within the deadline set out in the Travel and Expenses Policy.

### **Review Role**

At least 9 months prior to end of term review this role description and send to the Chair of the Governance Committee.

### **Attendance at SI Meetings**

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

### **Temporary inability to serve**

Refer to Part 8.6.4 of the Bye-laws