**GLOBAL ACTION ON DISABILITY (GLAD) NETWORK**

**APPLICATION PACKAGE**

1. **JOB ADVERT**

**Position:** GLAD Communications & OutreachAssistant

**Description of the Organization:** The Global Action on Disability (GLAD) Network[[1]](#footnote-1) was launched in London in December 2015, in recognition that to realise the promise of the Sustainable Development Goals (SDGs) to leave no one behind, and to further the principles reflected in the Convention on the Rights of Persons with Disabilities (CRPD), the donor community needs to work together to share expertise, coordinate actions, and raise the profile of disability across a broader range of organisations contributing to international development efforts.

Consistent with Article 32 of the CRPD, GLAD promotes international cooperation on disability-inclusive development and humanitarian action. Its goals are for its members to collectively:

1. Increase coordination of their disability-inclusive contributions
2. Learn from each other by sharing knowledge and resources
3. Amplify their common and united voice for maximum influence
4. Expand and diversify the community of partners contributing resources to disability-inclusive development and humanitarian action
5. Strengthen existing partnerships and disability inclusion within existing global development initiatives

The permanent co-chair of the GLAD Network is the [International Disability Alliance](http://www.internationaldisabilityalliance.org/) (IDA).[[2]](#footnote-2)  The rotating co-chair is currently the [Australian Department of Foreign Affairs and Trade (DFAT)](http://dfat.gov.au/pages/default.aspx).  Together the GLAD co-chairs also assume the role of the GLAD Secretariat, which is responsible for driving the work of the GLAD Network, through both organising GLAD Network and GLAD Steering Committee meetings, and ongoing consultation with Network members out of session.

The GLAD Secretariat is seeking a full time GLAD Communications and Outreach Assistant (henceforth known as the Assistant) to be based in New York; under special circumstances, this position could be based remotely.

**Gross Monthly Salary:** Subject to location and experience[[3]](#footnote-3)

**Length of position:**  9 months with possibility for extension.

**Position Start Date:** 24 July 2017

1. **WORKING ENVIRONMENT**

**Main Interfaces:**

|  |  |
| --- | --- |
| Main Internal Interfaces   * Permanent co-chair of GLAD: International Disability Alliance (IDA) * IDA Executive Director and Executive Assistant * IDA Reporting Assistant, IDA Senior Advisers and Advocacy Officers * Rotating co-chair of GLAD Network (currently Australian Government (DFAT)) * GLAD Steering Committee and Network members[[4]](#footnote-4) | Main External Interfaces   * International stakeholders who are not part of the GLAD Network * Press and media, including social media * Organizations of persons with disabilities (DPOs) with a focus on the Global South and developing countries. * External consultants, as needed. * GLAD Network observers and advisors. |

**Reporting to:**

* IDA (Executive Assistant) as Permanent GLAD co-chair

1. **JOB DESCRIPTION**

Purpose of the Position:

It is crucial for the profile and credibility of the Network, at this stage of its development, to capitalise on the momentum generated through the GLAD Network and Steering Committee meetings to date and achieve tangible outcomes in the agreed priority areas. The Assistant will lead on the daily tasks of the GLAD Secretariat, on the coordination of meetings of the GLAD Network (annual) and of the Steering Committee (at least annual), on external communications and on designing and maintaining an online knowledge sharing platform. This will ensure that the GLAD Secretariat can progress its work plan, as agreed by the GLAD Network.

Main Tasks:

The Assistant will undertake the following duties and tasks:

* 1. Secretariat support to the GLAD Network
* Under limited direction from the IDA Executive Assistant, maintain timely and regular communication with GLAD Members and other stakeholders
* Monitor the GLAD email address and respond to emails daily.
* Organise and support webinars and conference calls for GLAD working groups including: scheduling webinars/calls in consultation with members; preparing and circulating agendas; taking notes; preparing and disseminating summary records of meetings; monitoring implementation of action items.
* In accordance with the GLAD terms of reference, consult GLAD members on future membership of potential members; prepare invitation letters to new GLAD Members.
* Maintain the GLAD contact list for sharing internally with the Network.
* Assist the GLAD co-chairs during their bilateral meetings on the GLAD Network: preparing minutes, talking points and reports as needed.
  1. Coordination of meetings of the GLAD Network and Steering Committee

In consultation with GLAD co-chairs:

* Assist in the organisation of GLAD Network and Steering Committee meetings. Consult with meeting hosts to agree meeting time and venue, source providers for services, send invitations to Network, monitor responses, prepare and circulate meeting agenda and documents, and coordinate scenarios for the meeting sessions.
* Prepare talking points for the GLAD co-chairs during their participation at the meetings.
* Coordinate speakers and moderators for the sessions. Coordinate note-taking during meetings
* Liaise with GLAD Members regarding ministerial and high-level representation.
* Prepare and disseminate meeting communique in consultation of GLAD members.
  1. GLAD external communications

Under the direction of the IDA Executive Assistant:

* Develop and implement a public relations/media plan for GLAD
* Maintain content on the GLAD webpage
* Use social media platforms (e.g Facebook, Twitter and YouTube) to promote GLAD.
* Collect and maintain media content (videos, pictures) in collaboration with GLAD Secretariat co-chairs.
* Support the organization of GLAD promotional events during relevant international events
* Organizing press/media conferences.
* Prepare media releases.
  1. Support the development of and manage the GLAD online knowledge sharing platform[[5]](#footnote-5)
* Research other existing online knowledge platforms
* Collect relevant information from GLAD Network members to build their profiles on the website. Collect information from members about their strategies/guidance notes/policies on disability inclusive development to publish on the platform[[6]](#footnote-6).
* Liaise with service providers to establish the platform, and provide the service provider with the necessary information and structure to populate the initial website
* Continue working with the GLAD Network to update and maintain the platform.
  1. Support the development of IDA online resources and connecting IDA knowledge with GLAD platform
* Create IDA Library on IDA Server in liaison with IDA project and advocacy units
* Support the Executive Assistant in organizing IDA knowledge on IDA website and on other platforms including GLAD platform
* Draft guidelines and support the implementation of processes to ensure IDA knowledge, communication material and intellectual property is systematically coded, filed and disseminated on the relevant platforms.
* Provide solutions to allow cohesion in exchanges of knowledge between IDA, IDDC and GLAD platforms.

1. EMPLOYMENT SPECIFICATIONS
2. **KNOWLEDGE**
3. **Essential Requirements**

* At least an undergraduate Business School or Masters Degree in Communications, English, Journalism, International or Public affairs, Social Sciences or similar
* Knowledge of website management
* Interest in and understanding of social media
* Experience in organizing press/media conferences, and preparing press releases
* Understanding of development and human rights issues
* Commitment to the human rights of persons with disabilities

1. **Desirable Requirements**

* Experience in Media Communications and Public Relations
* Knowledge of the UN Convention on the Rights of Persons with Disabilities
* Knowledge of UN structures and processes
* Working knowledge of at least one other UN official language (Spanish, French, Arabic, Russian, Chinese) or International Sign

1. **SKILLS / ABILITIES**
2. **Essential Requirements**

* High level of communication skills.
* Highly proficient in spoken and written English (producing and editing letters, newsletters, media releases and website)
* Some experience in web design, such as use of WordPress, Drupal, or openness to learn
* Good level of computer literacy with some practical experience in the production of promotional material
* Confident using Microsoft Office and other software relevant for the job
* Autonomy, adaptability, ability to work independently
* A strong sense of diplomacy, sociability and interpersonal communication
* Knowledge of communication and information accessibility requirements
* Ability to work within a large, multi-cultural team in decentralized locations

1. **EXPERIENCE**

**Essential**

* At least 1-2 years’ experience in the non-profit sectors of administration, communications, public relations, outreach or project support (including internship/volunteering/training)

**Desirable**

* Work experience with international organizations in a similar field
* Work and/or life experience in Global South countries

1. **OTHER**

* Daily access to internet and a personal computer
* Willingness and ability to work occasionally at non-standard hours, including potentially daily communication with GLAD co-chairs, staff and Members in different time zones
* Willingness to undertake some travel
* Persons with disabilities are highly encouraged to apply

1. **Application Form**

* **Confidential**. All information given on the application will be treated in a confidential manner.
* **Please complete in type only.** Please send the completed application form **by e-mail by Friday June 30, 2017** to the GLAD Secretariat, [glad-recruitment@ida-secretariat.org](mailto:glad-recruitment@ida-secretariat.org)
* Only completed application forms will be accepted. **In addition to this completed form, please attach a copy of your CV.** A confirmation of receipt will be sent to you via email. Should you not receive a confirmation, please contact the IDA Secretariat by email.
* Only short-listed applicants will be contacted no later than Friday 7 July 2017. Short listed applicants will be interviewed between 10 and 14 July 2017.
* The test for shortlisted applicant will comprise the following:
* Editing test
* Press release test

**1. Forename(s) or given name:**

**Surname:**

**Home address**:

**Telephone** (cellular):

**May we use this**?

**E-mail:**

**2. Education**

**General education** (schools from age 16)

|  |  |  |
| --- | --- | --- |
| **Name and address  of school** | **From/to** | **Qualifications obtained  (level and grade)** |
|  |  |  |

**Further/higher education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address  of college/university** | **From/to** | **Full-/ part-time** | **Qualifications obtained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**3. Training and development**

**Please give details of any training courses attended which are of direct relevance to your application.**

**4. Membership of technical or professional bodies**

**5. Present and previous occupations**

**Please give details of your occupation(s) starting with the most recent. Please include any unpaid work that is relevant to the post and explain any gaps.**

|  |  |  |
| --- | --- | --- |
| **Employer's name and  address (please start with current/most recent)** | **From/to (month/year)** | **Position held including  brief description of your duties** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. **Language skills, including sign language**

**6.1 Reading skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**6.2. Writing skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**6.3. Verbal skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**7. Computer literacy**

**Please indicate your computer knowledge stating all the software programmes you are confident using.**

**8. Please explain how you meet the employment specifications and give us any further information about yourself that is relevant to this application. Please keep your response to one page.** (NOTE: This section of the application is one of the most important and will be considered as your motivation letter to the vacant position within our organisation)

**9. Supplementary information**

**What is your preferred reading medium? Please circle**:

Ordinary print/digital format

**10. If you were short listed for interview, would you have any special requirements such as timing, wheelchair access or the presence of an interpreter or signer? Please specify.**

**11. Have you ever been convicted of a criminal offence?**

**12. Offers of employment/contracts are subject to receipt of satisfactory references. Please provide the names, addresses and telephone numbers of at least two referees, one of whom should be your present or most recent employer or an academic referee if more appropriate. Referees will not be contacted without your prior permission.**

**A.** Name:

Position: ……………………………………………………………………………….

Address :

Telephone number:………………………………………………

E-mail:

What is your connection with this referee?

May we approach this referee prior to interview?

**B.** Name:

Position: ……………………………………………………………………………….

Address :

Telephone number:………………………………………………

E-mail:

What is your connection with this referee?

May we approach this referee prior to interview?

**C.** Name:

Position: ……………………………………………………………………………….

Address :

Telephone number:………………………………………………

E-mail:

What is your connection with this referee?

May we approach this referee prior to interview?

**Declaration**

I declare that the information provided on this form is correct to the best of my knowledge and understand that any information submitted in connection with employment and subsequently found to be incorrect or deliberately misleading could lead to dismissal without notice.

**Signed Date**

Once completed, please return this form via email to the GLAD Secretariat, [glad-recruitment@ida-secretariat.org](mailto:glad-recruitment@ida-secretariat.org), indicating in the subject line: **“Job Application: GLAD Secretariat”**. Please be advised that only shortlisted applicants will be informed about the next steps of selection process.

Closing date for receipt of applications: Friday 30 June 2017. Any applications received after this date will not be considered.

1. More information on the GLAD Network at <http://www.internationaldisabilityalliance.org/glad> [↑](#footnote-ref-1)
2. The International Disability Alliance is an alliance of [eight global and six regional organisations of persons with disabilities](http://www.internationaldisabilityalliance.org/node/30). With [member organisations](http://www.internationaldisabilityalliance.org/node/30) globally, IDA represents the estimated one billion people worldwide with disabilities. This is the world’s largest and most frequently overlooked marginalised group. [↑](#footnote-ref-2)
3. **Applicants MUST be registered to work as a consultant in their country of origin. For employment in the United States or the European Union, applicants must have a valid work permit.** [↑](#footnote-ref-3)
4. GLAD Network members include bilateral and multilateral donors and organisations, the private sector, foundations and others contributing resources to enhance the inclusion of persons with disabilities in international development and humanitarian action. [↑](#footnote-ref-4)
5. The online knowledge-sharing platform will be used to facilitate out of session communication, information sharing and collaboration between GLAD Network members. GLAD Network members have agreed on the functionality that they desire from such a platform. The next step is realising this demand in a practical way. [↑](#footnote-ref-5)
6. This task will include, but is not limited to: developing **a mapping tool** to ultimately be hosted on the GLAD online knowledge sharing platform for Network members to update iteratively. The tool should make members’ commonalities and differences under each category easily identifiable. It should highlight, for each Network member: 1) classification of the members’ activities as advocacy, disability-specific programing and/or disability mainstream programming; 2) thematic approaches take; 3) the key mechanisms/events and partners through which it undertakes advocacy; 4) common methods of support; 5) historical/current drivers behind commitments to these themes; 6) key contact person(s); 7) Other relevant information revealed during the process of data collection. [↑](#footnote-ref-6)