

PLAN INTERNATIONAL UK JOB PROFILE

Job Title	Gender Equality Advisor
Department	Policy & Programmes
Unit	Programme Effectiveness and Compliance
Grade	2
Salary	£47,156 per annum
Contract type	Permanent, full time (34.5 hours per week)
Reporting to	Head of Programme Effectiveness and Compliance

Overview of Department

Plan International UK is an independent development and humanitarian charity that advances children's rights and equality for girls. We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. And it's girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children. We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. We have been building powerful partnerships for children for 80 years, and are now active in more than 70 countries. By 2022 we want to help 100 million girls learn, lead, decide and thrive.

The 65-person Policy and Programmes Directorate supports these aims by ensuring that Plan International UK delivers the highest quality policy and programmes. This is an exciting time to join as we implement a range of ambitious plans designed to make us 'the' best among our peers. We want to be known for our expertise in girl's rights and youth, highly-competitive in Education, Economic Security, Child Protection, Sexual Reproductive Health and Rights (SRHR) and Water, Sanitation and Hygiene (WASH), and be seen as an ambitious, quickly expanding player in the humanitarian space. We constantly enhance programme quality and effectiveness, raise income from institutional donors (like the British Government), and drive change through setting and influencing policy agendas.

The Programme Effectiveness and Compliance Unit (PEC) is a cross-cutting Unit, which consists of three teams – Evaluation, Learning and Impact; Grants Finance, and Donor Compliance, and supports the rest of the organisation with a range of critical services and processes.

Job Purpose

The Gender Equality Adviser will provide technical leadership on girls' and young women's rights and gender equality to improve the lives of adolescent girls in line with Plan International UK's strategic objectives. The role will be responsible for

- Supporting the development of high quality girls' rights and gender equality programming aligned to the programme strategy;
- Provision of technical support to the delivery of the programmes;
- Documentation of, and learning from, the results of our girls' rights and gender equality programming
- Technical support to the Policy, Advocacy and Research team and inputting into policy

briefs and recommendations

- Technical support to Campaigns and Communications teams and support to the development of campaign strategies
- Capacity building and upskilling of teams across Plan UK on integrating gender into their work
- Advice to senior management on gender mainstreaming across the organization
- Representing Plan UK externally in various networks to raise the profile of Plan's work on girls' rights and gender equality.

Key Deliverables	Key Activities
Programme Development (30%)	<ul style="list-style-type: none"> • Lead on providing technical advice to new programme development and contribute toward building a portfolio of girl-centred gender transformative projects • Regularly review proposals and provide input to ensure all new proposals are gender sensitive at a minimum, in line with Plan International UK's programme strategy • Support in the development of sound Theories of Change and selection of appropriate evaluation strategies and indicators • Ensure that programme design is informed by best practice and learning from Plan International's programmes and the wider sector • Leverage external contacts and knowledge of the sector to identify opportunities for new partnerships
Project Implementation (20%)	<ul style="list-style-type: none"> • Provide technical advice to Country Offices and partners to support the implementation of a portfolio of priority gender transformative projects, including e.g. DFID-funded Girls' Education Challenge projects • Work with the Evidence, Learning and Impact team to surface and disseminate learning from projects
Capacity Building of relevant staff on gender mainstreaming and gender equality (10%)	<ul style="list-style-type: none"> • Deliver bi-monthly gender induction for all new starters • Design and deliver bespoke training for individual teams to build capacity of staff to strengthen attention to gender in their work • Coordinate regular practical learning sessions on gender transformative programming for UK staff to continue to build capacity on an ongoing basis • Develop new tools and resources as needed to support the design and delivery of gender transformative programming • Design and deliver training for Country Office staff on request where appropriate
Advice and support to the Policy, Advocacy, and Research team (15%)	<ul style="list-style-type: none"> • Provide technical input into policy briefings and reports to ensure recommendations are aligned to best practice and learning • Contribute to various working groups and networks, including in particular the Gender Working Group of Education Cannot Wait • Collaborate with the manager of Plan's longitudinal cohort study to surface and disseminate learning from the study within the Plan family and across the sector • Sit on the Research Committee and support in the design and development of new research proposals • Write or contribute to publications and content on girls' rights and

	gender equality to a high standard for external (and non-specialist stakeholders).
Advice and support to the Because I Am a Girl Campaign (5%)	<ul style="list-style-type: none"> • Participate actively in the Because I Am a Girl Steering Committee and provide input into campaign strategy • Review campaign frameworks, key messaging, and assets to ensure alignment to Plan values and programme learning
Positioning, external representation, networking and influencing (10%)	<ul style="list-style-type: none"> • Keep up to date with key trends, debates and good programme practice in relation to girls' rights and gender equality through relevant networks and contacts including the Gender and Development Network • Represent Plan International UK's work on girls' rights and gender equality externally, networking with appropriate organisations to share learning, promote Plan International UK, and to influence policy and practice in the sector. • Collaborate with colleagues across the organisation to build Plan International UK's reputation as a thought leader on multi-sectoral approaches to the empowerment of adolescent girls • Share good practice across the wider sector through relevant networks
Other Responsibilities (10%)	<ul style="list-style-type: none"> • Provide technical advice and guidance to senior managers on organisational gender mainstreaming in line with good practice across the sector. • Coordinate Gender Equality Self Assessment (GESA), reporting to Plan International and development of Plan UK's Gender Equality Action Plans in line with Plan's International gender strategy. • Oversee a network of Gender Champions and contribute to raising the profile of gender work across Plan • Be aware of and operate within relevant policies and approaches, including Child Protection, Child-Centred Community Development. • Provide regular, timely progress reports on Key Performance Indicators. • Develop and manage an annual budget, including for research and learning. • Effectively commission and manage consultants where necessary • Attend team meetings as appropriate and contribute to the overall smooth operation of the Policy and Programmes Department. • Collect information for other departments on field trips, as requested. • Undertake other tasks and projects as requested by the Director of Programmes or Head of PEC. • This post is likely to involve some overseas travel.

General	<ul style="list-style-type: none"> • Ensure that all activities undertaken on behalf of Plan International UK, internally or externally, are in line with the overall aims of the organisation and with policies and procedures • Participate in training and other activities as requested
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Awareness and Representation	<ul style="list-style-type: none"> • Commitment to Plan's position on promoting children's rights and gender equality, and integrating this into all aspects of work
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	<ul style="list-style-type: none"> • Commitment to child safeguarding and to being confident and competent in meeting safeguarding responsibilities
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Level of Child Protection Responsibility	Medium
Level of Budgetary Responsibility	Direct responsibility for the management of internal gender equality budget (<20k per annum)

This is not intended to be an exhaustive list. Your job description may be subject to change.

Date Created	May 2018
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PLAN INTERNATIONAL UK PERSON SPECIFICATION

PERSONAL COMPETENCIES	
Competency Title	The successful candidate will be able to....
Communicating with all stakeholders	<ul style="list-style-type: none"> • Demonstrate excellent written and verbal communication skills. • Network well and foster partnerships with a range of internal and external stakeholders, using technical knowledge in support of advocacy objectives. • Show confidence in presenting programmes and policies to a wide audience including donors, media, or external networks. • Act as a catalyst and communicate persuasively with a wide range of stakeholders to support organisational change processes • Identify and utilise networks and contacts amongst the women's and girls' rights and gender equality sector to raise organisational profile and support policy change
Working effectively and efficiently	<ul style="list-style-type: none"> • Work enthusiastically as part of a team and form effective and constructive working relationships across the whole organisation and wider network within sector. • Take a proactive and flexible approach to maintaining and developing own knowledge and skill base. • Take a flexible approach to managing a wide and varied workload, prioritising effectively Share information on best use of resources and suggests ways of improving use of resources for the benefit of the broader organisation
Demonstrating Plan values	<ul style="list-style-type: none"> • Show commitment to achieving high quality outcomes. • Demonstrate awareness of quality standards and take steps to improve service delivery, including value for money. • Keep up to date with key gender and development issues and be able to spot new learning and opportunities as they arise

RELEVANT EXPERIENCE
The successful candidate will have experience of
<ul style="list-style-type: none"> • Significant experience of providing technical input into the design and delivery of programmes

<ul style="list-style-type: none"> Proven experience of developing and monitoring programmes to support girls' rights and gender equality within the international development sector, of which some significant period must have been spent living and working overseas
<ul style="list-style-type: none"> Supporting gender mainstreaming in programmes across a range of sectoral areas (education, WASH, child protection, food security, SRHR, etc.). Experience of girls' education programming, in particular, is strongly preferred
<ul style="list-style-type: none"> Supporting the design of successful, high-value DFID-funded proposals related to girls' rights, including review of proposals to assess their gender sensitivity impact
<ul style="list-style-type: none"> Working closely with multilateral agencies (e.g. UN Women, UNFPA, UNICEF, etc.)
<ul style="list-style-type: none"> Designing Theories of Change and advising on the selection of logframe indicators
<ul style="list-style-type: none"> Designing/commissioning research and supporting the development of research strategies and tools
<ul style="list-style-type: none"> Working with policy & advocacy and developing recommendations for policy makers and donors
<ul style="list-style-type: none"> External representation on girls' rights and gender equality issues at the highest levels and communicating effectively, powerfully, and persuasively with donors, policy makers, and the development community
<ul style="list-style-type: none"> Designing and delivering training and building the capacity of staff on girls' rights and gender equality issues
<ul style="list-style-type: none"> Gender mainstreaming at an organisational level, including developing strategies to promote gender equality in organisational policy and procedure, and providing strategic advice to senior management on strengthening programme quality and organizational profile in relation to girls' empowerment

SPECIFIC SKILLS AND KNOWLEDGE	
The successful candidate will have the ability to....	The successful candidate will have knowledge of....
Demonstrate an awareness of child safeguarding issues	A postgraduate degree in a subject related to in Gender and/or International Development, demonstrating extensive knowledge in girls' rights and gender equality
Employ a high level of analytical and conceptual skills	An excellent understanding of the latest thinking in relation to best practice in programmes to support girls' rights and gender equality, particularly in relation to girls' education
Design and deliver bespoke training for teams with different specialisms and levels of knowledge	Approaches to measure changes in gender attitudes and social norms
	Major players and potential partners in the UK development sector