

Coordinator job description

General

- Develop and ensure completion of strategic work-plans for the network.
- Recruit and oversee the work of consultants according to the needs of WHRIN.
- Oversee the development and execution of project deliverables including small grants schemes.
- Lead, support and contribute to the process of researching, drafting and publishing WHRIN reports and briefing papers.
- Provide secretarial support to the WHRIN Board.

Partnerships and communication functions

- Participate in Robert Carr Fund (RCNF) harm reduction consortium activities, meetings and cross-network capacity building and support.
- Recruit and support the WHRIN Strategic Advisory Body (SAB).
- Oversee design, development and maintenance of the WHRIN website. The site will include virtual library capacity. It will include and foster exchange of ideas, reports, views, policy and program issues and resources related to women and gender diverse people and harm reduction.
- Produce an advocacy roadmap and lead and support WHRIN advocacy campaigns.
- Produce and disseminate WHRIN position statements.
- Undertake webinars in priority regions on topics identified through consultation with WHRIN allies and consortium partners.
- Develop and maintain relationships with partner networks and organisations, government and UN officials.
- Develop, coordinate and monitor projects, partnerships and campaigns with a range of collaborative partners.
- Engage in advocacy and public speaking at events, and support involvement of other WHRIN allies in events such as the Harm Reduction International (HRI) conferences, regional harm reduction and drug policy conferences, Commission on Narcotic Drugs (CND), Commission on the Status of Women (CSW), Strategic Coordination Group to the United Nations on drug use, HIV, health and human rights and International AIDS Conferences.

Strengthen membership and enlist support

- Ensure maintenance of a confidential WHRIN allies register.
- Increase registration for WHRIN allies membership
- Encourage and support WHRIN allies interaction and information sharing through the network listserv.
- Organise and facilitate WHRIN allies meetings in the margins of the HRI conference and other forums where WHRIN allies may congregate.
- Produce brief quarterly activity reports for WHRIN Board and allies.
- Support and mentor WHRIN representatives at conferences, webinars and other advocacy events.

Network development and management

- Collaborate with the Board of Directors on personnel management, financial management, network leadership and provide direction to WHRIN projects and activities.
- Support development of WHRIN governance structures, policies and procedures
- Prepare and maintain consultant contracts.
- Responsibility for the planning, implementation, management and oversight of all aspects related to funding for the organisation, including grant-writing, reporting, managing grants and budgets.
- Sustain and expand partnership with donors and ensure clear communication between WHRIN, partner organisations, funders and allies.
- Provide leadership, quality assurance and other inputs to the current WHRIN Sexual and Reproductive Health and Rights project.