

Women Caucus for the UN Convention on Biological Diversity (CBD) Coordinator

Application Closing Date: 05 November 2021 at 12:00 CET

Location: Flexible / Remote (candidates in the Global South are strongly encouraged to apply)

Term: full time

Salary: The monthly salary for this role is €2000 (Euro)

Type: External Contractor

POSITION OVERVIEW

The Women Caucus for the UN Convention on Biological Diversity is a global platform that facilitates women's and girls' human rights and gender equality perspectives into the policy processes of the UN Convention on Biological Diversity (UN CBD). The Caucus facilitates women's active civil society participation, information sharing and input into the policy space provided by the United Nations, focused on the UN CBD processes. This includes but not limited to participation, speaking, submission of proposals, access to documents, development of sessions, and more.

Since 2018, the [Women4Biodiversity](#) (W4B) has provided coordination support to its members and networks to engage, participate, prepare and contribute to the biodiversity discussions. The Women Caucus Coordinator serves to support the full membership of the Women Caucus to influence the work of the UN CBD and other related Multilateral Environmental Agreements (MEAs) and regional processes related to the environment, with a goal to ensure that global environmental policies are founded on core principles of gender equality and justice, women's human rights and environmental sustainability.

The core work of the Women Caucus is focused on the Convention on Biological Diversity (CBD) and further building synergies with and between other Rio Conventions and other biodiversity related MEAs.

GENERAL RESPONSIBILITIES

Advocacy and Strategy

- Support to Women Caucus members in preparation for UN CBD meetings: monitor CBD negotiations and its multiple inputs; track upcoming meetings and opportunities; review and disseminate relevant policy and other documents; identify relevant existing publications and positions of the Women Caucus; draft inputs to submissions, papers and meetings (virtual and in-person);

- Participation in meetings with members of the Women Caucus to communicate advocacy priorities to UN and government representatives, as well as civil society counterparts, taking relevant notes, briefs and minutes of meetings and updating the network.
- Meeting attendance and reporting back as necessary on related topics.
- General reading and knowledge building on the Women Caucus niche and interlinkages to support all responsibilities in the position;
- Make presentations when required in areas related to Women Caucus advocacy work;
- Potentially attend other global processes to make links to the work of the Women Caucus.

Administration & Logistical Coordination

Coordination of travel and meeting logistics (both prior to and on-site) related to UN CBD meetings and coordinate booking of flights and hotels, manage meeting spaces, communicate details with partners, etc.;

- Coordination of travel granting process: disseminate application, monitor applicants, facilitate selection committees;
- Maintain budget and work with Women4Biodiversity Director to ensure timely reporting back on financial status;
- Schedule Women Caucus monthly meetings;
- Coordinate Women Caucus shared calendar, including outlining working availability as well as key calendar of events and deadlines (both processes and internal reporting);
- Provide bi-weekly updates to the Advisory Team on availability, priorities and areas where support is needed;
- Prepare Women Caucus Guidance Spreadsheet in advance of UN CBD meetings.

Communications and Outreach

- Maintain the Women Caucus mailing list and its moderation;
- Contribution to the online presence of the Women Caucus and communications strategy: draft, edit, post updates and news articles on the Women Caucus site; contribute to Twitter and Facebook;
- Liaison and collaborate with other W4B Secretariat staff to share and develop communications activities and strategies;
- Help coordinate Women Caucus outreach events such as, webinars, side events, etc.

Regional Support

- Provide guidance, where necessary, to the regional Women Caucus hubs, particularly in first year of term, including but not limited to: organizing meetings for capacity building, connecting to support platforms (webinar, surveys, mailing lists) that can be set up and maintained to support the regional hubs where need is identified.

KEY QUALIFICATIONS

- Demonstrated commitment to have a strong understanding of women's rights and environmental justice and a good foundation in gender analysis.
- A degree in a relevant discipline (Gender, Environment, Human Rights, Law, Economics, International Development, related quantitative disciplines, OR other relevant work experience);
- 3+ years of experience working within human rights, environmental and social justice nonprofit or philanthropic sectors; proven track record in executing the responsibilities of this position, including budget management and evaluation;
- Experience of/ participation in intergovernmental processes around the UN Convention on Biological Diversity (CBD) would be a major advantage but knowledge of other processes would also be an added value;
- Exceptional oral and written communication skills in English are key; knowledge of French, Spanish and/or any other UN language is an advantage;
- Familiarity with current issues related to gender equality and the environment, in different local, national and global contexts;
- Demonstrated ability to work collaboratively in a team-oriented environment while also carrying out responsibilities with considerable independence;
- Effective time management skills;
- Willingness to travel internationally;
- Critically thinking, positive and fun individual.

Desired qualifications (will strengthen candidacy)

- Website design and/or management skills (e.g., WordPress or other Content Management System, writing copy, updating content);
- Social media savvy with a fierce intersectional feminist tone;
- Eye for design / Competence with Canva and/or Adobe Creative Suite;
- Experience in utilizing social media (Instagram, Facebook, Twitter) for advocacy goals;
- Public speaking experience;
- Knowledge of the UN system and love of acronyms;
- International work and/or travel experience.

WORK CULTURE, LOCAL AND ARRANGEMENTS

The Women Caucus Coordinator will be part of the global team in the Women4Biodiversity's Secretariat. W4B has no physical offices and all members of the Secretariat work remotely so they can be based anywhere in the world. Women4Biodiversity is an equal opportunity employer and encourages, promotes and supports diversity in all aspects of its work. This work involves remote work with reliable and consistent internet connection and electricity and flexible work arrangements and we offer a support and collaborative work environment, including paid time off..

The Women Caucus Coordinator will have regular contact with the rest of the global team and report directly to the Women4Biodiversity's Director. The successful applicant will receive the necessary training (online) on her functions and ongoing support as needed.

CONSULTANCY AGREEMENT AND REMUNERATION

Women4Biodiversity works with consultants on the basis of an External Contractor (not an employment contract). The External Contractor is responsible for all taxes, benefits and other social insurance costs pertaining to the Contractor Agreement.

The successful applicant will start as soon as possible. The initial Consultancy Agreement will be for the remainder of 2021, with a review period after three months. The Agreement will be renewed in 2022, subject to performance.

The intended remuneration is the equivalent of **€2000 (Euro)** per month for a full-time role (pro rata based on time worked if for a part-time role).

APPLICATION

Qualified candidates should submit their application, including Resume, Cover Letter and Contact details of at least two referees willing to be contacted no later than **November 05, 2021**. We appreciate all who are interested, but only successful candidates will be contacted. Please, no telephone enquiries. All applications will be treated in the strictest confidence.

Applications should be submitted to Mrinalini Rai at mrinalini.raiwomen4biodiversity.org

Please indicate the position you are applying for in the email subject - **Application - Women Caucus for UN CBD Coordinator**