



GIRLS NOT BRIDES

The Global Partnership
to End Child Marriage

Assistant in the Latin America and the Caribbean Team, *Girls Not Brides*

Girls Not Brides is seeking an Assistant in the LAC Team based in Mexico City, (home-based, initially).

Girls Not Brides is the only global organisation entirely focused on creating and sustaining a worldwide movement to end child marriage, and ensuring that this movement leads to tangible change for the girls at risk or affected by the practice. We are a network of over 1,000 civil society organisations in over 95 countries, all committed to working in partnership to end child marriage.

Our vision is a world without child marriage where girls and women enjoy equal status with boys and men, and are able to achieve their full potential in all aspects of their lives. Our vision challenges deeply embedded social norms that harm the lives of girls, women and their communities.

Our members are diverse. They vary in size, location, and the type of work they do. They include programme implementers and service providers working directly in their communities, and groups focused on research and advocacy to bring global, regional and national attention to this problem. They include small community groups and large international NGOs. Our members approach how to address child marriage from various perspectives, including health, women's and girls' rights, child protection, education, economic empowerment and general development.

In some countries, our members have come together to form national coalitions to end child marriage. Collective engagement helps to consolidate their work and catalyse broader national action to end child marriage.

The *Girls Not Brides* secretariat is based in London, with colleagues in Mexico, Nairobi and New Delhi. The secretariat coordinates and supports the activities of the Global Partnership in line with our 2017-2020 strategy, which was developed in consultation with 500 members and partners.

The *Girls Not Brides* secretariat is seeking an Assistant to provide research and administrative support to the LAC Team for an initial period of one year (subject to potential renewal). The LAC Team is responsible for ensuring effective implementation of *Girls Not Brides'* strategy in the Latin American and Caribbean region, and informing *Girls Not Brides'* global perspective and work with knowledge and understanding of the regional context. Reporting directly to the Head of LAC Engagement, the successful candidate will be based in Mexico City. This is initially a home-based role, with all necessary equipment and technology provided by *Girls Not Brides*.

Girls Not Brides: The Global Partnership to End Child Marriage

Seventh Floor, 65 Leadenhall Street, London EC3A 2AD, UK, www.GirlsNotBrides.org

Girls Not Brides: The Global Partnership to End Child Marriage is a company limited by guarantee (Reg. No. 8570751) and a registered charity in England and Wales (Reg. No. 1154230)

Key responsibilities

Research, policy and external relations

- Support the LAC Team in its development and implementation of advocacy strategies for the *Girls Not Brides* Partnership.
- Draft written materials to support the Partnership's work in the region, including research briefs, website content, advocacy materials and social media content.
- Assist in managing region-specific communications to members, including advocacy opportunities, potential newsletter, and similar.
- Contribute to other varied learning and communications products as appropriate.
- Help to develop and implement regional information-sharing practices between member and potential member organisations and relevant stakeholders.
- Monitor regional or national research and share via the *Girls Not Brides* Resource Centre, website, and similar.

General team support and administration

- Provide administrative support, including logistical and travel arrangements for the LAC team.
- Support internal and external communications.
- Ensure effective calendar management, including the organisation, recording and follow-up on internal and external meetings and events using Float and other *Girls Not Brides* systems.
- Assist in drafting, editing and proof reading of briefing papers.
- Regularly update contacts and meeting notes in the *Girls Not Brides* shared databases such as Salesforce and Dropbox.
- Assist with monitoring and reporting on internal evaluation frameworks and strategic plans.

Wider responsibilities of *Girls Not Brides* team members

- Commit to the mission and vision of *Girls Not Brides*, putting them at the forefront of all planning, work and actions.
- Uphold the core values of *Girls Not Brides* in all areas of work and interactions with colleagues, members, partners and other stakeholders.
- Comply with *Girls Not Brides* policies and processes, with particular note for safeguarding, the code of conduct and data protection.
- Ensure that internal databases and monitoring information are kept fully up-to-date.
- Commit to ongoing personal development and learning.
- Fulfil any other reasonable requests for the advancement of the *Girls Not Brides*.

Person specification

Essential

- University degree in a relevant area (such as public policy, development studies, Latin American studies, international relations, human rights or gender issues) or proven experience in a related field.
- Fluent in English and Spanish (written and speaking)
- Ability to develop effective working relationships in a multicultural environment.
- Ability to resolve problems and adapt plans as required.
- Willingness to work in a collaborative team and with diverse alliances.
- Highly reliable, proactive and capable of independent judgement.
- Ability to work with minimal supervision, and with a keen eye for accuracy and detail and potential implementation challenges;
- Willingness to travel.

Desirable

- Sound knowledge of policy and advocacy processes in Latin America
- Knowledge of the child marriage field highly desirable.

At *Girls Not Brides* we are committed to the wellbeing, empowerment and rights of children, and to safeguarding children from harm in all of our activities. *Girls Not Brides* aims to promote an environment of trust and understanding where the welfare of children is paramount. You will be expected to adhere to the *Girls Not Brides* Child Safeguarding Policy and its Code of Conduct and report any concerns relating to the safeguarding of children in accordance with agreed procedures.

How to apply

We are an equal opportunities employer and we welcome applications from all suitably qualified persons. To apply, please send your CV and a brief cover letter demonstrating how you meet the criteria for this position to recruitment@GirlsNotBrides.org by 23:00 GMT on **Monday 25th March 2019** clearly stating “**Assistant in the Latin America and the Caribbean Team**” and your name in the subject line.

Eligibility:	All applicants must be able to provide proof of eligibility to work and reside in Mexico. This is initially a home-based role, with all necessary equipment and technology provided by <i>Girls Not Brides</i> .
Reporting to:	Head of LAC Engagement
Contract type:	Fixed-term (1 year, with the possibility of extension)
Salary range:	£22,000-£27,000, depending upon experience, plus a generous benefits package

First round Skype interviews will take place on **Monday 8th April** and final interviews will take place on **Monday 15nd April** in Mexico City.

We regret that due to the large number of applications anticipated, only shortlisted candidates will be contacted.