



GIRLS NOT BRIDES

The Global Partnership
to End Child Marriage

Senior Officer for Latin America and the Caribbean, *Girls Not Brides*

Girls Not Brides is seeking a Senior Officer for Latin America and the Caribbean to work with the Head of Latin America and the Caribbean Engagement in coordinating outreach to civil society, spearhead engagement with governments, institutions and stakeholders, and play a key role in the implementation of *Girls Not Brides*' strategy in the region. The successful candidate will be bilingual (English and Spanish) and will be based in a Latin American country (home-based).

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 City, 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.

Our work to end child marriage in LAC have grown in the past year, and we are seeking an outstanding bilingual individual (Spanish and English) to join our team as Senior Officer for Latin America and the Caribbean (LAC). The position will be based in Latin America, preferably in a country in South America, although other countries would be considered for the right candidate. This is 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

Contribute to the development and implementation of *Girls Not Brides*' strategy in the region

- Working with the Head of LAC, develop and implement strategies for Girls Not Brides' policy and advocacy work in the region, in line with the Partnership's global strategy.
- As necessary, manage fact finding and champions' trips and other engagement opportunities in the region.

Monitor and analyse major policy developments related to child marriage in the region

- Monitor, analyse and document policy developments and opportunities relating to child marriage in selected focus countries, identifying lessons learned and drivers of progress, including through regular liaison with Girls Not Brides members, partner organisations and National Partnerships, and trips to focus countries.
- Write briefs, blogs posts and other materials on developments in the region.
- Monitor regional or national research and share via the resource centre, website, etc.

Support members in the region and promote joint action

- Ensure that global lessons-learned and approaches inform the work of members and partners in the region.
- Provide technical and strategic assistance to Girls Not Brides' members and national partnerships and other CSO groups working to end child marriage in selected countries in the region.
- Working closely with the Partnership team, provide critical support to strengthening the capacity of Girls Not Brides members, National Partnerships, and partner civil society networks to successfully take part in policy change in their countries.
- Encourage and facilitate information-sharing and joint activities between members, including by supporting and co-organising meetings, webinars and conference calls of members.
- Manage region-specific communications to members, including advocacy opportunities, potential newsletter, etc., and contribute to other learning and communications products as appropriate.
- Working with other teams within the secretariat, contribute to highlighting the work of Girls Not Brides members in LAC and ensuring that LAC members are able to engage meaningfully in the broader work of the Partnership.

Engage with selected regional intergovernmental organisations

- Support the Head of LAC in developing and implementing advocacy strategies and initiatives aiming at maintaining child marriage on the agenda of relevant regional processes and institutions.
- Provide technical strategic and strategic advice to regional organisations, as required.
- Represent *Girls Not Brides* in regional meetings and processes, as required.
- Assist members in understanding how to use intergovernmental regional processes and commitments to spur government action on child marriage.

Work with the Head of LAC to establish and develop *Girls Not Brides*' presence, visibility and credibility in the region

- Support the expansion and strengthening of *Girls Not Brides*' membership in the region.
- Work with Partnership team to identify gaps in membership and potential new members.
- With the Head of LAC, establish and strengthen strategic partnerships with key stakeholders, sub-regional, regional and international actors and development partners working in the region.
- Contribute to the increased visibility of *Girls Not Brides* members work across the region, and an increased understanding of their work within the secretariat.

Contribute to the broader *Girls Not Brides* strategic, programmatic and communications work with the regional perspective, where possible and as appropriate.

- Inform the global activities of *Girls Not Brides* with knowledge of the regional context and the perspective of members from the region.
- Represent *Girls Not Brides* at external meetings and events, as required
- Speak on behalf of *Girls Not Brides* in the media, as required
- Provide input into relevant funding applications and reporting to donors, as needed.

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

We are looking for bilingual (Spanish and English) candidates with the following qualifications and skills:

- Masters 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.
- Demonstrated experience with policy analysis and advocacy on issues relating to Latin America; experience working with coalitions in Latin America and an understanding of child marriage and of the key players in the women's and children's rights fields is highly desirable.
- Demonstrated ability to develop and implement advocacy strategies.
- Demonstrated ability to plan and execute projects on time and on budget.
- Ability to develop effective working relationships in multicultural environment.
- Strong interpersonal skills, and ability to empower and inspire others.
- Excellent project planning and project management skills; demonstrated ability to plan and execute projects on time and on budget, to meet tight deadlines and juggle multiple priorities, and to resolve problems and adapt plans if required;
- Ability to work pro-actively in a remote office with minimal supervision, meet tight deadlines and juggle multiple priorities.
- Ability to resolve problems and adapt plans if required.
- Ability to use discretion and maintain confidentiality.
- Fluent spoken and written English and Spanish communication skills required, with an eye for detail; Portuguese language skills desirable.
- Proficiency in recent versions of Microsoft Office suite; knowledge of Salesforce, Float and Basecamp desirable.
- Willingness to work from home, with all necessary equipment and technology provided by Girls Not Brides.
- Willingness to travel up to 30% time.

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 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.

- Eligibility:** Candidates must have a valid visa/permit that allows placement/work in the chosen location.
- Reporting to:** To the Head of LAC Engagement (based in Mexico City) and strong collaboration with the Partnership Team (based in London).
- Contract type:** Fixed-term (1 year, with the possibility of extension).
- Salary range:** Local equivalent of £33,000-£37,000, plus a generous benefits package.

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 **Thursday 11th April 2019** clearly stating “**Senior Officer for Latin America and the Caribbean**” and your name in the subject line. In your application, please let us know your preferred location. Candidates will need to have the authorisation to work and reside in the country specified.

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