Welcome

Dear Candidate,

World Jewish Relief is the UK Jewish community’s international development and humanitarian agency. We tackle Jewish poverty and reach beyond our community. We create opportunities for those out of work to become self-reliant; we bring dignity to the elderly and we respond to international disasters.

Last year we assisted over 115,000 people across 21 countries through an impressive array of programmes, implemented in close partnership with local organisations primarily in the former Soviet Union. With a growing expertise in older person care, livelihood development and humanitarian assistance we have set ourselves ambitious corporate targets.

We pride ourselves on having a talented, welcoming and high performing team that recognises the critical role that each and everyone plays in achieving our goals. If the role of Gender Expert appeals to you then we will look forward to receiving your application.

Kind regards

Paul Anticoni
Chief Executive
We are the UK Jewish community’s leading international development and humanitarian agency. Our mission is to assist those living in poverty, affected by disaster or who are displaced, to survive, earn a living, find employment and be better able to support themselves. We tackle Jewish poverty and reach beyond our community. We create opportunities for those out of work to become self-reliant; we bring dignity to the elderly and we respond to international disasters. Our support to refugees in the UK, assisting them to find employment, has become a flagship initiative of ours.

Recognising that gender inequality is a key cause of poverty, World Jewish Relief wants to ensure that gender is mainstreamed throughout all programming. This means investigating, addressing and prioritising the distinct needs of women and girls arising from such gender inequality.

About the Department

The post holder will join World Jewish Relief’s UK Programmes team.
The Role

This overall purpose of this role is to promote and provide practical and effective frameworks, tools and initiatives to enable gender mainstreaming across the organisation. In particular, they will work to develop systems and utilise toolkits to track progress on gender mainstreaming in World Jewish Relief’s programmes, to assess where there are possibilities for improvement and to address any major gaps or areas of concern. The role will also provide technical support and expertise on gender in planning and programming where necessary.

Additionally, the role will champion gender across the organisation, building awareness and understanding of the issues surrounding gender, inclusion and intersectionality and furthering World Jewish Relief’s corporate goal of prioritising the needs of women.
Specific responsibilities

Programme Management

• Create a robust framework and management mechanism to mainstream gender throughout all programme areas of our national and international work.
• Provides technical support to specific initiatives for increasing programme quality and ensure these align with broader commitments on gender equality and inclusion.
• Working with both Head of Programme areas and directly with partner organisations in our humanitarian, older people and livelihoods portfolios to create gender-based objectives and develop initiatives in each programme that support reaching these objectives.
• Specifically provide technical support to our UK Refugee Programme Manager on ‘STEP Forward’, a programme supporting women refugees, to bring gender expertise to the programme and ensure that it meets the specific gender needs of the participants.
• Manage implementation, monitoring and evaluation of gender mainstreaming to ensure we are delivering relevant, quality interventions and capturing crucial lessons learnt.
• Ensure that gender disaggregated data is collected and that is robust, accurate and fit for purpose.
• Collaborates with others to implement processes to effectively monitor our progress in achieving the commitments and meeting the standards outlined in strategy documents and relevant policies, with developing analysis pieces based on annual and quarterly reports.
• Review and identify key actions that can immediately improve gender awareness across all programme portfolios.
• Lead flagship areas of research, collaborating with programme leads to develop new areas of research or new approaches to advance the organisation’s gender work.
• Be a technical expert on gender mainstreaming and provide an advisory service to programme leads.
• To manage and oversee specific projects relating to gender mainstreaming, ensuring it is managed, integrated and delivered within budgetary constraints and agreed timescales.

Organisational Understanding

• Lead and contribute to trainings and development of guidance tools and methodologies for specific areas of gender mainstreaming.
• Develop a compelling and visible engagement plan, which brings the organisation along on the journey to understanding our gender approach.
• To be the representative, champion and spokesperson for World Jewish Relief on gender related issues both internally and externally.
• To lead the organisation’s understanding of the gender space, and key developments within it. This includes conducting relevant research on key topics and playing a key part in World Jewish Relief’s Gender Champions group, helping to develop plans and processes to implement our own Gender Framework.
• Collaborate closely with the Senior Leadership Team to ensure that continuity of this work can be built into wider organisational capabilities.
The Person

You will be able to demonstrate the following:

### Knowledge and Experience

#### Essential

Knowledge of key concepts of gender equality and inclusion, girls’ rights and global women’s rights and feminist movements – including:

- Concepts, theories and sector debates on *patriarchy, privilege, intersectionality, power relations and masculinity*.
- Concepts of social and gender norms and on gender norm change.
- Knowledge of social movements, especially feminist, women’s rights and LGBTIQ+ movements.

- Understanding of intersectional approaches, as well as integration of gender, age and inclusion into programmes and influencing initiatives.
- Knowledge on how to develop holistic, gender transformative and inclusive programmes/projects.
- Intuitive understanding of how to work collaboratively and get things done across a complex organisational structure.
- Proven experience working on gender equality and/or inclusion initiatives in complex international organisations.
- Proven track record of technical work for gender equality in a fast-paced international development environment
- Experience on drafting of reports, materials, and resources on gender equality, inclusion, and girls’ rights for different audiences
- Experience working with a diverse set of stakeholders at all levels of an organisation, including at the senior levels.

#### Desirable

- Knowledge of the specific barriers facing women refugees.
- Knowledge of the specific barriers faced by women and men, including older women and men, in our main areas of operation.

### Skills and Abilities

#### Essential

- Quantitative and qualitative data analysis skills for developing think pieces on gender equality, girls’ rights and inclusion.
- Communication skills: Passionate about gender equality and able to inspire others, build consensus, and bring them together around a common agenda, with the ability to navigate a complex organisation.
- Exceptional gender, inclusion, and girls’ rights analysis and mainstreaming skills for high-quality programming and influencing.
- Excellent conceptual, analytical, and strategic thinking skills.
- Strong ability to communicate theoretical concepts in simple and clear terms.

**Other**

**Essential**

- An understanding of, and empathy with, the values and work of World Jewish Relief.
Terms and conditions

Salary Range: £40,000 p.a.

Contract: Full time (35 hours per week), Fixed-term contract to March 2023.

Hours: Normal hours of work are 9:00 am to 5:30 p.m. Monday to Thursday and 9:00 am to 3:00 p.m. on Friday.

Location: This role is primarily based at our offices in NW2 although we encourage flexible working and working from home when and where appropriate, and we welcome candidates based anywhere in the UK.

Benefits: 20 days holiday plus bank holidays and Jewish holidays.

- Pension scheme – we contribute 5% to the World Jewish Relief pension scheme.
- Life Insurance – up to 3 times salary.
- Enhanced maternity & paternity pay.
- Employee Assistance Programme.
- Health Cash plan
- Season ticket / travel to work loan.
- On Friday the office closes at 3pm
**Safeguarding**
As this role has contact with vulnerable groups, it is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and references.

World Jewish Relief is participating in the Inter-Agency Scheme for the Disclosure of Safeguarding-Related Misconduct in Recruitment Process within the Humanitarian and Development Sector. We will therefore seek information about safeguarding-related misconduct (i.e. sexual exploitation, sexual abuse or sexual harassment) that a candidate has been found to have committed when we obtain references from successful applicants.

**Equality, Diversity and Inclusion**
World Jewish Relief promotes equality, diversity and inclusion in our workplace. We invite and welcome applicants from diverse backgrounds. We encourage applications from candidates of different ethnicities, socio-economic backgrounds, race, gender, age, disability, sexual orientation and of faith or none that meet the criteria set out for this role.

You don’t need to be Jewish to work for us, but you must be committed to our faith-based values of Justice, Kindness, Repairing the World and Welcoming the Stranger. We are inspired by these values to work beyond our community, recognising the dignity and potential of all people.

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**How to apply**

To apply for this role, please visit the relevant World Jewish Relief website job page, click ‘Apply now’ and upload the following:

- Your CV
- A completed Recruitment Form
- A completed Equality and Diversity Monitoring Form
- A covering letter which outlines the answers to the questions below
  - 1. Why does this role appeal to you?
  - 2. Referring to the Job Specification, what skills do you have that will help you excel in this role?

*Applications close 8th April 2022*