

# International Women's Initiative

## Global Legal Review

Where Law and Women's Empowerment Meet

### Vacancy for Deputy Director

International Women's Initiative (IWI) is an organisation which raises awareness of the threats to the human rights of women across the globe and to promote and assist in the achievement of gender equality. We are a team of dedicated and passionate remotely-based volunteers, striving towards our common vision of equality and gender justice.

The 'Global Legal Review' team is the latest addition to IWI. Our work predominantly focuses on raising awareness of women's rights issues across the globe through legal research, reports and lobbying efforts. We aim to not only educate the international community on the status of women's rights abuse through our work, but also to empower and support survivors of abuse in seeking justice and accountability through legal mechanisms.

#### Responsibilities:

- Working closely with the Editor-in-Chief of the Global Legal Review, you will support the day-to-day scheduling and management of a team of remotely-based legal researchers, outreach officers and editors.
- This hands-on role will focus predominantly on the coordination of the support division (including outreach, editors and web-coordinator), to ensure the timely delivery of performance goals.
- Assist with the development and implementation of the team's strategic plans and policies, as well as other duties as requested by the Editor-in-Chief.
- Build and maintain strong relationships internally and with external partners.

→ Identify best practices and improve internal systems to promote greater team efficiency and closer collaboration, with a focus on strengthening internal communications.

## Qualifications, Experience & Skills:

- Minimum academic qualification: undergraduate degree in law, international development, human rights or a similar social science field.
- A postgraduate qualification would be considered an advantage.
- 2+ years experience in a managerial/team leader role, preferably within the NGO or charity sector. Experience in managing advocacy and/or research projects relating to women's rights would be considered an advantage.
- Passionate about women's rights and gender equality.
- Fluent in English. (A native-speaker would be considered an advantage)
- Outstanding interpersonal skills- approachable, diplomatic and a good sense of humour.
- Attention to detail and ability to work within strict, often conflicting, deadlines.
- A self-starter.
- Computer skills- confident user of Office applications.

*[Please note that this a voluntary position, with a minimum commitment of 10 hours per week, performed remotely.]*

**To apply, please forward a CV (Max. 3 Pages) and Cover Letter (Detailing your relevant experience, reasons for applying and availability) to:**

**Ms. Khan at: [hr@internationalwomensinitiative.org](mailto:hr@internationalwomensinitiative.org)**

**Cc: [katherine@globallegalreview.org](mailto:katherine@globallegalreview.org)**

**[Applications will be reviewed until the position is filled)**