

JOB TITLE: DEPUTY DIRECTOR
REPORTING TO: Katherine Elliott, Editor-in-Chief
JOB PURPOSE: The goal of the Deputy Director will support the day-to-day scheduling and management of a team of remotely-based legal researchers, outreach officers and editors.
SALARY: Volunteer
BENEFITS: This is a fantastic opportunity to develop your skills. You will be part and exposed to a fast-growing network of ambitious dedicated professionals.



ABOUT GLOBAL LEGAL REVIEW

As a brainchild of International Women's Initiative (IWI), Global Legal Review was established as a means to further aid women seeking answers and change to their circumstances. We are a team of dedicated and passionate remotely-based volunteers, striving towards our common vision of equality and gender justice.

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 research and lobbying efforts, but also to empower and support those women who wish to seek justice and accountability through legal mechanisms. PERFORMED REMOTELY

PRINCIPAL 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.

REQUIREMENTS

- 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.
- Able to provide a minimum commitment of 10 hours per week

INFORMATION

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@globallegalreview.org, and Cc: katherine@globallegalreview.org

(Applications will be reviewed until the position is filled)



Deputy Director