



## **Policy and Projects Manager/Counsel**

### **Overview**

FAFIA is an alliance of women's organizations at the national, provincial, territorial, and local levels. Our mandate is to advance women's equality in Canada by working for the full implementation of the international human rights treaties and agreements that Canada has ratified.

In keeping with FAFIA's Mission, Vision and Strategic Plan, the Manager of Projects and Policy will lead FAFIA's activities in the areas of policy development and project coordination/implementation. The incumbent will provide leadership in project development and completion, in accordance with the terms of our contractual obligations, including report writing, the development of training materials, coordination of training events with members and other stakeholders. Additionally, the incumbent supports broader policy development for FAFIA through research, collaboration with member content experts and external partners and other women's rights advocates. The incumbent reports to the Executive Director and will also engage as required in FAFIA's Strategic Planning process.

### **RESPONSIBILITIES**

#### **Project Coordination**

- Serve as the point person for coordination of project outcomes, including first draft reporting
- Track project deadlines and obligations, ensuring on-time and on-budget delivery of all project goals
- Assist in the development of workplans and outcomes frameworks for WAGE and related projects
- Participate in the development of all new funding proposals and projects, including coordination skills as required

#### **Training and Public Legal Education**

- Lead the overall strategy and timelines for the implementation of the PLE related to FAFIA's WAGE Leadership agreement

- Collaboratively develop the content for plain language and accessible format materials to assist Canadian women's rights advocates to see practical uses of international human rights obligations in their domestic advocacy strategies
- Plan and coordinate in-person training sessions, webinars, and print materials to support FAFIA's WAGE Canada contract to provide IHRL literacy to national and local women's advocates
- Coordinate and deliver training content, collaborating with additional content experts from within and external to FAFIA as best suits the outcomes desired

#### Policy & Research

- Facilitate and initiate national research initiatives in the area of women's international human rights, especially as it pertains to CEDAW, and other treaty bodies and/or regional human rights protection systems from time to time;
- Work collaboratively to coordinate participation of Steering Committee members' expertise and participation, as appropriate, in the interventions made by FAFIA
- Work collaboratively with the Coordinator of Communications and Membership to ensure plain language accuracy of all external communications
- Create a workplan and advance schedule and workback frame for participation of allies and members in the appearances before various international human rights bodies prioritized by the executive director and steering committee;
- Develop and maintain research data on Canada's obligations under CEDAW and other human rights treaty bodies;
- Determine and advise as to the appropriate research methodologies and analytical tools to meet our research objectives;
- Conduct and/or identify existing research knowledge to inform policy and legal reform;
- Write briefs, papers, presentations on the outcomes of both external and in-house research;
- Facilitate meetings, working groups, to support data gathering and synthesis of policy related material;
- Engage with external stakeholders as we as members to incorporate different perspectives and to identify relevant material;
- Represent FAFIA on working groups with internal and external stakeholders;
- Organize and facilitate national roundtables and training sessions on the content of Canadas obligations under CEDAW;
- Develop funding proposals to further the Network's research and policy agenda;
- Contribute to the strategic development of the FAFIA;

#### Evaluation

- Ability to design and execute feminist measurement, evaluation and learning/or to skillfully oversee the same, is an asset

## **QUALIFICATIONS**

- Law Degree or Masters in a field of study related to women's international human rights, such as gender/women's studies/international development/political science
- Previous experience of managing research projects and sharing research results with multiple stakeholders;
- Proven experience in integrating an intersectional feminist analysis;
- Proven experience of developing plain language materials for legal or related advocacy education;
- Proven ability training adults and or facilitating meetings;
- Proven experience writing research reports;
- Previous experience using data analysis tools;
- Excellent research and analytical skills;
- Excellent writing skills;
- Proven ability to synthesize large amounts of information into informative summaries;
- Capacity to understand statistics and interpret data;
- Capacity to integrate new information quickly;
- Demonstrated experience in managing competing priorities;
- Highly motivated by team work with the capacity to also work in a self-directed environment;
- Strong language skills (written and spoken) in either English or French and capacity to communicate in the other language and asset;

## **Core Competencies Include**

- Commitment to working collaboratively and within the context of a diverse membership-based agency,
- Engagement in a self-reflective, ethical & collaborative practice that is non-judgmental and empathic and reflects the vision and mission statements of FAFIA,
- Commitment to working toward removing systemic barriers to women's rights to safety, dignity and equality;
- Excellent interpersonal, organizational, time-management and problem-solving skills; written and oral communication skills,
- Ability to work and support others in the context of a diverse environment;
- Ability to work independently and as part of a team in a multi-disciplinary environment;
- Be a self-starter, creative and highly motivated;
- Share ideas and differences in the spirit of collaboration and cooperation; and
- Commitment to ongoing personal and professional knowledge exchange and development.

This is a 4 day-a week contract position until January 2020. Job location is Ottawa. Qualified candidates can apply to work remotely if flexible to attend in Ottawa as required. Interested candidates should submit a resume and covering letter explaining why this position is of interest and how your experience will enhance the work of FAFIA.

Position posted until filled.

We thank all applicants, however, only those selected for an interview will be contacted. FAFIA promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. We encourage applications from women of all races, colours, ethnic origins, religions, abilities and sexual orientations. Accommodations are available upon request for candidates taking part in all aspects of the selection process.