

TERMS OF REFERENCE

JOB TITLE: Movement Building Specialist

Background

The African Women's Development Fund (AWDF) is a pioneering grantmaking foundation headquartered in Accra, Ghana. AWDF was founded by and for African women. Since its founding in 2001, AWDF has continued to support a growing portfolio of grants to leading women's rights organisations and feminist movements across Africa, while also supporting knowledge generation, capacity building, movement building and donor advocacy around African women's activist histories, movement resourcing needs, and more recently, feminist futures.

Job Summary

The Movement Building Specialist plays an exciting and pivotal role in the Programmes Department leading initiatives that support feminist movement building in Africa. This includes organising and supporting AWDF's role as host of the African Feminist Forum, coordinating network and alliance building and diversification (linguistic and geographical), connecting WROs with each other and the feminist agenda, fostering solidarity, implementation of new programming areas around the arts, culture and technology for women's rights; and activist and movement wellbeing and collective care. Working in close collaboration with the Director of Programmes and other team members, the Movement Building Specialist will implement work and initiatives that involve a high level of relationship management (internal and external), creative thinking and an open attitude to experimentation, and learning, framed within an active feminist practice and understanding.

The Specialist will work closely with the Grants Department; with the Director of Programmes (DoP) on movement building, solidarity and well-being, and the DoP and Special Programmes Manager to devise and implement AFF activities. She/they will also work with the Knowledge Management and Communications teams in producing externally facing information, documentation and analysis, and liaise with external consultants in the delivery of project objectives.

The work of the Movement Building Specialist is conducted in English and French.

Specific Duties

- Develop and coordinate AWDF's strategy for African feminist movement building
- Support, develop and maintain relationships with key African and other feminist organisations networks and alliances

- Keep abreast of priorities, trends and relevant issues for the feminist movement, and share knowledge with team members and other internal and external stakeholders as appropriate
- Coordinate and implement activities to support AWDF's role as host of the African Feminist Forum (AFF) and with the DoP, lead organisation of the regional African Feminist Forum events
- Develop, coordinate and implement a strategy and programming in the arts, culture and tech for women's rights
- Support development and implementation of collective care, activist wellbeing and emotional/ mental health programme work and activities
- Liaise with consultants including drafting terms of reference, supporting procurement processes, and project managing consultants' deliverables
- Provide support to AWDF's advocacy, outreach and communication functions
- Produce information, analysis and document evidence-based learning and tools in relation to movement building and related programme work and share knowledge and learning with team members and other internal and external stakeholders as appropriate
- Share knowledge and learning on movement building and arts, culture and technology with team members and other internal and external stakeholders as appropriate
- Work closely with the Grants team, Knowledge Management and Communications to produce information and analysis about grant making and grants managed in relation to movement building
- Undertake scheduled site visits to grantee organisations and produce site visit reports
- Represent AWDF in the feminist movement, foster and build and maintain alliances and key relationships
- Keep abreast of the priorities and activities of African women's rights organisations, networks and alliances, liaise with the Grants and MEL teams on learning from organisations and the movement, and develop approaches to regularly update internally with quality analysis and information
- Maintain AFF's website and social media, working closely with the Communications and Knowledge Management Units
- Oversee production of documentation and knowledge products relating to movement building and programme/project work in collaboration with the Knowledge Management Unit
- Build and maintain relationships with networks and alliances, other individuals and institutions
- Raise the visibility of AWDF through convening and information sessions
- The role holder is expected to be an active member of the team, lead and participate in team-wide learning, discussions, and other activities

Essential Knowledge and Experience

- In-depth understanding of feminism and strong commitment to social justice, women's rights and social change in Africa
- Knowledgeable about women's rights issues, movements and organising in Africa, with a passion for African feminism
- Experienced with bilateral and/or multilateral funding and working with bilateral and multilateral donors
- An excellent writer and communicator – both written and oral, a critical thinker with an analytical approach to information
- Skilled at project managing initiatives involving multiple stakeholders (women's rights activists, organisations and networks, movements, creatives, donors) including delivering to budget, and contributing to project monitoring and learning
- Able to juggle competing deadlines and manage projects that involve a high level of detail
- Creative and proactive with the confidence to bring new ideas to the table and support innovation and experimental processes
- A team player, who demonstrates the values and principles of feminism and social justice
- An experienced programme designer and implementer
- Ability to work with diverse groups and people.
- Willingness to work flexible hours, occasionally outside of regular working hours
- Ability and willingness to travel within Africa and beyond

Qualifications

- A first degree in Gender, Women's Rights, or related discipline is essential
- A Masters degree in Gender, Women's Rights, or related discipline is desirable
- At least 8 years relevant work experience, ideally with a women's rights, human rights or development civil society organisation or multi-lateral agency.
- Excellent spoken and written English is essential
- Proficiency in French, Portuguese or Arabic is highly desirable

Job Location

Either Accra – Ghana or remotely from any country on the African Continent.

How to Apply:

Qualified and interested persons should send a **cover letter indicating their relevant skills and experience** and **CV** of not more than 3 pages by email to: The Human Resources Manager at jobs@awdf.org with application for the position being applied for indicated as the subject line. Applications for the vacancies should reach AWDF **no later than 14 July, 2021**. Only short-listed candidates will be contacted for additional information and interviews.

In line with AWDF's Mission, qualified African women based on the African continent are encouraged to apply.

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