

## Web Foundation Gender Policy Manager

Job Title	Gender Policy Manager		
Department	Policy	Contract	Full Time
Reports to	Senior Policy Manager	Duration	Two years
Location	Washington DC or London preferred		
Direct reports	Project coordinators, Grantees, Project Partners		
Salary	Commensurate with experience and Web Foundation standards		
Key relationships	Policy team, Women’s Rights Online (WRO) team and partners, Research team, Alliance for Affordable Internet (A4AI) team		
JOB ROLE			
Role Overview	Lead, strengthen, and enhance the Web Foundation’s Gender policy goals, strategic partnerships, global brand and influence in projects and research; leverage these relationships to increase our global and regional impact. Amplify and maximise opportunities for integration of gender considerations in policy circles and beyond, with the aim to affect policy change to advance the strategic goals of the Web Foundation (WF) and all its programmes, with a focus on the Foundation’s vision, mission, strategy and deliverables. You will also support partners to implement advocacy strategies in diverse countries and work closely with the Women’s Rights Online (WRO) project and research teams to guide the planning of high-quality research that can be used to support policy recommendations and advocacy plans to achieve them. You will work closely with the Communications team to ensure our messages are gender-responsive and targeted to increase their reach and influence.		
DELIVERABLES			
Key Responsibilities	Key Activities		% Time
Gender Policy and Digital Equality Strategy	<ul style="list-style-type: none"><li>Support Policy team in the development of policy positions and goals, building WF’s public profile, and ensure that organizational and advocacy messages integrate gender considerations and goals.</li><li>Mobilise, plan and engage with relevant coalitions and partners to advance WF gender</li></ul>		45%

	<p>policy objectives and advocate for policy change globally.</p> <ul style="list-style-type: none"> <li>• Catalyse and support advocacy, media and campaigning efforts to ensure that the gender policy and digital equality goals of the Foundation are met.</li> <li>• Serve as spokesperson on digital equality, open web policies, digital rights, access, affordability and other relevant WF priority issues in media and public fora, including high-level conferences and events globally.</li> </ul>	
<b>WF Policy Strategy and Planning</b>	<ul style="list-style-type: none"> <li>• Identify breaking issues and political opportunities in the gender ecosystem and beyond, relevant to the Foundation's mission, and develop cutting-edge policy initiatives to respond to these opportunities.</li> <li>• Contribute to the development of WF's overall strategy and plan.</li> <li>• Provide strategic leadership to policy efforts in gender, women's rights and digital equality.</li> <li>• Collaborate with the communications team to increase media's interest and coverage of WF digital rights and equality agenda.</li> <li>• Contribute to the overall success of the WF by taking an active part in positions, plans and team culture.</li> </ul>	<b>25%</b>
<b>Research</b>	<ul style="list-style-type: none"> <li>• Provide short and medium term gender policy change goals, supported by appropriate plans for research, programme learning, policy development and public engagement.</li> <li>• Identify and build strategic alliances with external gender research partners to achieve agreed goals.</li> <li>• Work closely with the research team to develop and implement the research framework for the WRO project, and use this information to adjust strategy and plans as needed.</li> <li>• Help to develop new research ideas across all WF programs to support the Foundation's goals.</li> </ul>	<b>20%</b>
<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Ensure implementation of project work plan to include application of resources related to budgets, timelines and deliverables.</li> </ul>	<b>5%</b>

	<ul style="list-style-type: none"> <li>• Play a leading role in developing proposals and raising additional funds for the project and maintaining good relationships with donors.</li> </ul>	
<b>Resource mobilisation</b>	<ul style="list-style-type: none"> <li>• Contribute to resource mobilisation as gender focal point for the WF.</li> <li>• Support fundraising efforts to advance policy work at the WF.</li> <li>• Mobilize partnerships, networks, and key relationships needed to achieve WF advocacy and policy goals.</li> </ul>	<b>5%</b>
<b>ADDITIONAL SPECIFICATIONS</b>		
<b>Education &amp; Certifications</b>	<ul style="list-style-type: none"> <li>• Education to Masters level preferred</li> </ul>	
<b>Essential Knowledge, Experience and Attributes</b>	<ul style="list-style-type: none"> <li>• Demonstrated expertise, experience and professional networks in the ICT sector.</li> <li>• At least three years of experience in global policy, advocacy and networking with progressive levels of responsibility.</li> <li>• Vivid writer and speaker, able to present difficult concepts in clear, simple English and/or in compelling images. Proven expertise in communicating complex, research-based technical areas encompassing policy making and advocacy.</li> <li>• Globally minded, good understanding of gender dynamics, with experience working across different cultures.</li> <li>• Able to juggle complex and fast-changing priorities with minimal supervision.</li> <li>• Highly motivated and organised, can thrive under pressure, pursuing targets with determination and able to work longer hours when deadlines demand.</li> <li>• Ability to travel frequently.</li> </ul>	
<b>Desirable Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Specialist knowledge of one or more of WF's programme areas.</li> <li>• Knowledge of global Gender policy spaces and networks.</li> <li>• Knowledge and fluency in at least one language besides English.</li> </ul>	