Job Opportunity: SVRI Partnerships and Forums Officer

SVRI is looking for a committed, suitably qualified and experienced individual to fill the position of a Partnerships and Forums Officer who will be responsible for the smooth execution and delivery of various SVRI events, including SVRI Forum, support to SVRI core activities and helping to extend SVRIs networks and partnerships.

Introducing the SVRI

With over 7200 members the Sexual Violence Research Initiative (SVRI) is the largest global network for advancing research on violence against women (VAW), violence against children (VAC) and other forms of violence driven by gender inequality. The SVRI brings together a diverse group of actors aiming to achieve a world free of violence against women and violence against children through innovative responses and prevention programmes informed by evidence, with a focus on low and middle-income countries (LMIC).

The SVRI is a not for profit network for researchers, practitioners, activists, funders and others in our community to share, learn and connect. Our work clusters around four pillars: Building evidence; strengthening capacity; promoting partnerships; and, influencing change to ensure policy and programmes are evidence informed, sustainable at scale and rooted in strategic partnerships that will drive action at local levels. All work undertaken and supported by SVRI strives to be feminist-centred, rights-based, innovative, collaborative, equitable and held to the highest ethical standards.

The culture of our organisation seeks an individual who embraces creativity, ethics, feminist-centred work and approaches. We are a growing organisation with a small core team but have an extensive global network. Commitment to diversity and gender equality is core to the culture of SVRI.

Role Requirements

- SVRI Core Activities
  - Create a systematic, process-driven approach to partner outreach and relationship management
  - Work with SVRI Administration and Knowledge Manager to strengthen and update SVRI webpage and other social media activities, and monitor SVRI membership base.
  - Contribute to SVRI knowledge production and dissemination
  - Support the SVRI Administration and Knowledge Manager to implement SVRIs communication strategy to achieve organisational strategic objectives but also to maintain a positive reputation for the organisation and its members
• **SVRI Forum**
  - Work closely with SVRIs Knowledge Manager and selected events management company to ensure the smooth running and successful execution of the Forum.
  - Manage the logistics around the Forum including back-office administration, working with an events team in day-to-day planning, supporting the setup of online systems for abstract submissions, overseeing the abstract review process and ensuring the correctness of the conference programme in partnership with an events management team.
  - Manage Forum emails and respond to all queries in a timeous and professional manner.
  - Work with the SVRI team and Forum graphic designer in the layout and design of the programme and other SVRI products to ensure SVRI event programmes are correct (speakers, presentations, times and other programme details).
  - Request proposals from event management companies and help set up the criteria and selection process with the final decision made by the Executive Director and SVRI Board.
  - Work with the SVRI Executive Director and SVRI Forum sub-committee to assist in identifying Forum location, co-hosts and other key aspects of the event.
  - Work with multiple stakeholders across various cultures and ethnicity to coordinate their attendance at the Forum and other SVRI events.
  - Responsible for marketing and promoting exhibition space for the biennial Forums.
  - Troubleshoot during SVRI events to ensure that events run smoothly and to budget.
  - Manage the Forum Bursary and Forum Young Professionals Programmes including sending out calls for applications, facilitating the selection processes and liaise with bursary winners.
  - Produce post-event evaluation to inform and strengthen future events.
  - Update and maintain SVRI Forum websites.

**Required Education**

- A first level (Bachelor) university degree in public health, development, law, social sciences or other relevant field may be accepted in lieu of the Advanced/Post Graduate university degree.

**Required Experience**

- At least **five** years relevant experience working in an events management industry. Preference for candidates with experience in **violence against children and/or violence against women**.
- Outstanding communication and interpersonal skills
- Proven networking skills, and ability to generate interest in SVRIs mandate
- Excellent organizational and time management skills
- Strategic thinker
• Great multitasking skills
• Attention to details
• Ability to influence and manage multiple stakeholders’ ability to meet deadlines
• Exceptional report writing capabilities
• Post event reporting
• Project Management Methodology

Required Language

• Fluency in English is required.

How to Apply

• Interested applicants should submit their Curriculum Vitae, and a motivation letter detailing experience and contact details of 3 referees to the SVRI via email at svri@svri.org with subject line SVRI Partnerships and Forums Officer.
• Closing date for applications is on 19 June 2020.
• Employment will depend on a valid work permit being in place.
• Shortlisted candidates only will be contacted. The SVRI reserves the right not to make an appointment.