The Global Interagency Security forum (GISF) is an independent network of Security Focal Points who represent humanitarian NGOs operating internationally

GISF Projects & Membership Officer

Fixed term contract for 12 months with possibility of extension
Full time – working 37.5 hours per week
Salary: £31,776 per annum
Location: London based (*regular trips to London expected although working from home is an option*)
Expected Travel per annum – 40 days
People Management –occasional intern/volunteer

Role Context

The Global Interagency Security Forum (GISF) is an independent platform for security focal points from Global humanitarian agencies operating overseas. GISF emerged in 2006 as an independent NGO network, facilitating collaboration and information exchange on humanitarian security-risk management at the strategic, systematic and policy level. Over the past 15 years, the Forum has established itself as a global reference point and centre of excellence for applied practice, collective knowledge and current challenges in humanitarian security-risk management.

Recognising that NGOs need to develop expertise in security-risk management in order to deliver aid effectively in unpredictable operating environments, GISF's vision is to continue to grow as a global hub for humanitarian security risk management for NGOs and other stakeholders that impact on security risk management in the humanitarian space.

The primary objective of GISF is to have a positive impact on NGO humanitarian security risk management in order to achieve sustainable access for populations in need. As an independent network of security focal points who represent Global-based humanitarian NGOs operating internationally GISF is committed to improving the safety and security of operations and staff, strengthening humanitarian security risk management to allow greater access to and impact for crisis-affected populations

GISF acts as a resource for the humanitarian sector and other stakeholders, including donors, academics and the private sector to improve good practice and build capacity on humanitarian security risk management.

As an NGO led forum, the GISF hub reflect the needs of our members and the broader humanitarian SRM network.

GISF works directly with 100 + humanitarian agencies (members). The GISF Secretariat and Steering Group also engage and collaborate with a wide range of actors, including institutional donors, researchers, UN agencies, academic institutes, think tanks, consultants and NGO platforms, in order to promote and enhance security risk management in humanitarian assistance. GISF achieves its goals in part by maximising available resources and cooperating closely with this wide range of actors.

GISF is supported by its membership and is funded by the Swiss, US and UK governments. The Forum is not a registered organisation, but an independently-run entity, currently hosted by Mines Advisory Group.

For more information, please visit **www.gisf.eu**.

The Job

The role is responsible for tracking, maintaining and enhancing GISF member engagement. The primary function being to develop and manage the member services component of GISF, including face to face events such as bi-annual forums, workshops and ad-hoc round-tables and virtual events such as webinars, teleconferences, podcasts and maintenance of the GISF on-line chat facility for information sharing.

The position also provides support to the GISF Executive Director and the Research Advisor to enhance GISF's performance as a centre of excellence for security risk management in the aid sector.

Key Responsibilities

1. **Project Management**: GISF membership services are managed and GISF member events organised. Tasks include:

- Organise the GISF bi-annual Security Management forums in Spring and Autumn, including identifying sessions, organising speakers, etc and ensuring logistics and administration for the events are in place.
- Organise workshops, ad-hoc seminars and exhibitions as required throughout the year.
- Organise virtual events such as webinars and podcasts, and manage on-line content.
- Coordinate ad-hoc support to the GISF membership e.g. teleconferences and interest groups on specific topics and / or contexts.
- Manage the GISF on-line chat facility, including ensuring participants are kept up-dated and channels are added / functioning as required.
- Respond to GISF Member, Network and Public enquiries on membership, events, website services and other areas as required.
- Monitor allocated areas of GISF budget and input into GISF budget planning.

2. **Member Engagement**: ensure GISF maintains up-to-date records and understands levels of member engagement.

- Maintain and improve a database system for membership, including contact details, attendance at events and records of other types of engagement.
- Monitor level of engagement of members and takes action if required.
- Welcome new members (and contact points) to ensure they are aware of who GISF is, what GISF does and how GISF can support them.
- Ensure member priorities are incorporated into GISF planning.
- Provide input on membership events and engagement for donor and member reports.

3. **Secretariat support / administration**

- Complete monthly progress reports.
- Input into GISF strategic and operational planning, including project design.
- Assist with consultant and staff recruitment processes.
- Support the Research Advisor in the production of papers and alerts, if required**.**
    - Assist with other logistic and administration functions as required.

Essential Skills/Experience

Essential

- Degree or equivalent qualification in relevant field or equivalent professional experience plus relevant work experience.
- Experience of organising events.
- IT-literate, able to grasp website content management systems, lead on virtual events and support social media communications.
- Strong communications skills (both written and verbal) and the ability to tailor communications to different audiences with a proven ability to build relationships from a distance with a wide range of stakeholders.
- Good project management skills (including budget planning) and experience of working within budget constraints.
- Self-starter and innovative thinker, able to work on own initiative and manage a complex workload.
- Sound knowledge of humanitarian issues and global contextual understanding.
- Familiarity with humanitarian security risk management related issues.
- Excellent teamwork, interpersonal and relationship-building ability.
- Ability to handle confidential information.
- Willingness to learn and to travel for a minimum of eight weeks per year.
- Excellent written and spoken English.

Desirable Skills

- Working knowledge of other European languages

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How to Apply

To apply for this post please send your CV and cover letter to the GISF Administrator, Justina Amenu (gisf-admin@gisf.ngo) highlighting:

- Your suitability for the role and interest in joining GISF
- Relevant experience of supporting member organisations and / or event management
- Your understanding of the security risk management challenges faced by humanitarian agencies
- How you see this role fitting into your future career plans
- Also complete the attached Application Form. Your application **will not be considered** without this.

As this post is UK-based, non-EU nationals will require current and valid permission to work in the UK.

Closing date: Tuesday 20th April 2021
For further details: see www.gisf.ngo/about or contact GISF-admin@GISF.eu

Due to the high volume of applications that we receive, we are not able to respond to every application. If you have not heard back from us within 3 weeks after the deadline, it means that your application has not been successful.

Important Information

All HQ staff are expected to undertake the following general duties;

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Travel overseas, sometimes to developing countries and areas in conflict, as and when required
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

GISF Status

GISF is not a registered organisation, but an independently-run entity, currently hosted by Mines Advisory Group (MAG). All GISF Staff are essentially employed by MAG.

Please note that as part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed. For more information on MAG's approach to background checks, please click here. You can also find more information in the candidate information pack, available through the link below.

MAG is committed to the principles of diversity, equality and inclusion. If you think you would be suited to one of our roles we would welcome your application regardless of your background. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential.