



## Job Description

1. NAME: --
2. POSITION TITLE: **Forum Access Fund Lead**
3. POSITION CLASSIFICATION: C/D
4. LOCATION: Flexible/Remote
5. REPORTING RESPONSIBILITIES:

The reporting responsibilities of this position are as follows:

Reporting to:	
<u>5.1 Direct Reporting Line</u>	<u>Reporting Areas</u>
Forum Deputy Director	All matters
<u>5.2 Functional Reporting Line</u>	<u>Reporting Areas</u>

- *Direct reports indicate those staff members this position directly reports to, and is responsible for performance appraisals of this position.*
- *Functional reports indicate staff this position reports to or interacts with and who this position is accountable to for the specific function.*

Reported by	
<u>5.3 Direct Reports</u>	<u>Reporting Areas</u>
<u>5.4 Functional Reports</u>	<u>Reporting Areas</u>

- *Direct reports indicate those staff members directly reporting to this position and this position is responsible for performance appraisals of.*
- *Functional reports indicate staff this position reporting or interacting with this position and who are accountable to it for the specific function.*



## 6. OVERVIEW

The AWID 15th International Forum (AWID Forum), to be held in December 2024, in Bangkok, Thailand, is the world's largest event that wholeheartedly centers feminist and gender justice movements in all their diversity. It is a transformative space created by and for the movements. We hope to gather 2,500 in-person and 3,000 online/hybrid participants to network, build alliances, celebrate, and learn in a stimulating, emotive and safe atmosphere.

AWID is committed to making the Forum as accessible as possible. The Forum Access Fund is designed to support feminist activists who are generally excluded from access to international spaces and global solidarity: both differently abled and abled, women, and gender-diverse human rights defenders

The Forum Access Fund Lead works under the supervision of the Forum Deputy Director and is responsible for providing support in the logistical planning, implementation and evaluation of the Forum, including working closely with external contractors and ensuring that Forum participants supported by the Access Fund (estimated at over 1,000) have the information and support they need to travel, register and be part of this flagship event.

This role requires flexible work across different time zones, especially the time zone of the AWID Forum. It is a one-year fixed term position.

## 7. MAJOR RESPONSIBILITIES

### 7.1 Flights and transfers for Access Fund participants

- Work with travel agents to book flights for Access Fund participants, with an emphasis on securing the most appropriate and feasible travel routes
- Track flight bookings and payments via the Registration database
- Coordinate airport and hotel transfers
- Coordinate AWID Airport Help Desks, working with the Thailand Convention and Exhibition Bureau (TCEB)

### 7.2 Visas and Embassy Liaison

- Manage working relationships with relevant government institutions and embassies, supported by the Professional Congress Organizer (PCO), in order to advocate on behalf of AWID participants to secure visas
- Assist participants with required travel documentation
- Troubleshoot with embassies, including calling and writing to advocate on behalf of Access Fund participants

### 7.3 Access Fund Hotel Bookings



- Manage the hotel lists for Access Fund participants, which includes:
  - Assigning rooms for Access Fund participants
  - Sharing and updating rooming lists with the hotels and PCO
  - Updating the official hotel blocks online, and reducing or increasing the room blocks based on demand
  - Setting up contingency plans for transfers, for those not staying at official hotels
  - Coordinating check-ins and check-outs based on flight itineraries
  - Training and agreement with hotel staff about hospitality expectations

#### **7.4 Participant Logistics Information**

- In collaboration with Forum communications staff, will anticipate and draft logistical notes and reminders to participants about their participation. This includes emails to participants about the Forum, as well as information to be uploaded onto the Logistical Pages on the Forum microsite.

#### **7.5 Organizational Processes and Individual Work Planning**

- Proactively identifies operations and technical gaps or inefficiencies, and seeks guidance from the Deputy Director Forum to fill or fix them
- Participate and contribute to the Forum logistics team coordination meetings
- Maintain relationships with staff in other program areas to facilitate smooth coordination and communication
- Participate in organizational meetings
- Develop and monitor an individual work plan that will document the timeline, requirements and deadlines for all tasks and deliverables related to the AWID International Forum

#### **7.6 Team and organizational leadership, development and support**

- Ensure the timely and effective implementation of deliverables linked to individual work plans, including all activities, reports and evaluations.
- Develop professional development objectives, monitors individual work plan, timesheets, staff expenses, and other HR and admin requirements
- Seek guidance and work towards setting and meeting own SMART performance objectives
- Participate and contribute to the Forum team coordination and planning meetings
- Explore new ideas for improving management of duties and enhancing one's own capacity
- Carry out any other relevant tasks as required by, and mutually agreed with the your line manager

*Please Note: The above job description (JD) contains the main responsibilities and duties of this position. In an ever evolving organization such as AWID staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks that are reasonably allocated to them but which are not part of their regular JD. Where any task*



*becomes a regular part of a staff member's responsibilities, the JD should be changed in consultation between the manager, the staff member and the responsible HR person. Any one of the three may initiate the consultation.*

## **POSITION SPECIFICATIONS:**

### Essential Values and Competencies

- Value a feminist intersectional framework and its implications for organizational practices and committed to the principles of feminism, anti-oppression.
- Integrity, transparency and accountability
- Critical thinking and analysis
- Results oriented
- Able to build trust-based interpersonal relations across the organization

### Essential Knowledge, Skills, Abilities & Experience

- At least 5 years experience in an event or logistics coordinating role, or equivalent experience, preferably in a gender justice, women's rights or in a non-profit/NGO setting
- Experience with high-volume participant logistics: flights, visas, hotel, transfers
- Demonstrated ability to develop, coordinate implementation, monitor and evaluate a project plan with multiple deliverables, stakeholders and deadlines
- Able to develop strong working relationships with different types of stakeholders, in order to advocate for Access Fund participants (Embassies and Consulates; government bodies like the Thailand Convention and Exhibition Bureau; travel agents and visa agents)
- Excellent written and verbal communication skills in English (other languages are an asset)
- Flexibility to work occasional evenings and weekends in weeks and days leading up to the AWID Forum
- A passion for gender justice as well as women's and human rights issues
- Excellent attention to detail
- Ability to travel internationally
- Experience working remotely with other team members as well as vendors and suppliers
- Ability to work with a diverse staff team and engage team members, build consensus, proactively de-escalate and resolve conflict
- Able to absorb new skills and information quickly
- Able and willing to perform diverse tasks as needed in a timely manner
- Able to work independently with minimal supervision and as part of a team
- Strong knowledge of IT or a strong base and willingness to learn, including databases, Slack, Asana, Google drive and presentation packages



Desirable Knowledge, Skills, Abilities & Experience:

- University degree in Event Management, Business, Development, or Social Sciences, or relevant experience in lieu
- Familiarity with feminist and women's rights frameworks.
- Courses or certificates in women's/feminist studies, political economy or human rights considered an asset
- Experience working in a global, virtual organization
- Experience supervising consultants and/or volunteers
- Knowledge of multimedia tools in the presentation of texts, audios, videos to allow for easy navigation, engagement and communication.
- Experience working in a decentralized planning process to ensure that all relevant parties are represented