



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Research Officer, GCRF Gender, Justice & Security Hub - Conventions

Department/Division: Centre for Women, Peace & Security
Accountable to: Co-PIs, Hub Chief Operating Officer

Competency	Criteria	E/D
Knowledge & Experience	Experience of organising complex events	E
	A completed PhD in a relevant subject or close to completion or outstanding 'equivalent experience' in International Development, International Relations, Gender Studies, Policy Studies, Feminist Methodologies or related subject.	E
	Experience of designing knowledge exchange and dissemination activities for academic research projects that are interdisciplinary and promote networking and capacity building.	D
	Experience of managing budgets within a HE or similar context	D
	Experience in an events, communications or research policy role in an academic context or in the field of women's rights / human rights / international development	D
	Experience of organising events remotely, at an overseas location	D
	Experience in or understanding of risks associated with program delivery, assessing and mitigating identified risks	D
	Experience of working in conflict-affected locations	D
	Experience of working with partners in the Global South	D
	Experience of working within funder guidelines and/or reporting to funders	D
	Experience of planning training programmes, devising agendas, advising and briefing trainers	D
	Demonstrable experience of undertaking substantial research on gender, justice and/ or security and of producing high quality	D



	written material for a variety of audiences including policy-makers.	
	Experience in producing literature reviews and building resource libraries to support research outputs	D
Communication	Excellent written communication skills, sufficient to draft clear and error free emails with an appropriately professional and friendly register	E
	Ability to use IT to format documents to high standard, within style and brand guidelines	E
	Ability to communicate effectively both orally and in writing, with a wide range of internal and external contacts	E
	Excellent command of the English language with proven ability to proof-read, copy-edit and ensure accuracy	E
	Ability to handle confidential and sensitive information	E
	Experience in stakeholder management across multiple locations	D
	Ability to communicate in Arabic, Spanish, Tamil or Sinhala	D
Planning & organising resources	Experience of budget management, including planning, regular reconciliation and reporting	E
	Experience of actively contributing to a detailed workplan, considering alternatives, proposing a course of action	E
	Experience of planning schedules, setting and meeting deadlines and communicating these to others	E
	Ability to manage a diverse workload, working to tight and often competing deadlines	E
	Experience of thinking through the elements of projects and putting in place the necessary steps to ensure all work is carried out on time	E
	Ability to maintain records effectively and accurately, in a manner that they can be used by others	E
	Ability to keep work practices, systems and procedures under on-going review and update and amend as required	D
Initiative & problem solving	Experience in exercising initiative in selecting a course of action to solve day-to-day problems as they arise and to recognise when a problem should be referred to others	E
	Proven ability to think calmly and creatively to generate possible	E



	solutions to problems	
	Ability to adapt to changing circumstances and deadlines	E
	Experience in undertaking formal risk assessment	D
	Experience in solving logistical problems remotely	D
Teamwork & motivation	Effective partnership working and interpersonal skills	E
	Ability to develop productive relationships with colleagues based in other locations and awareness of issues which may arise	E
	Proven ability to deliver results by working collaboratively, coordinating teams, proposing actions, securing buy-in and producing desired outcomes	E
	Experience of leading or positively contributing to a team comprised of colleagues based in remote locations	D
Service delivery	Experience of devising and initiating evaluation mechanisms and making recommendations for change	D
	Exceptional attention to detail with the ability to spot errors, inconsistencies and ambiguities in all aspects of work	E
	Ability to provide a high standard of service and information accurately and promptly to internal and external requests	E
	Experience of reviewing processes and procedures in order to improve outcomes, reduce costs of improve efficiency	D

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.