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## Job Description

### **Title: LGBT+ Rights Campaign Project Coordinator**

**Commencement Date:** September 2021  
(subject to funding approval)

**Contract Term:** permanent (subject to funding,  
presently available for 2 years)

**Location:** Preferably Ferney Voltaire, France  
(Geneva area)

**Travel required:** 10-15% (presently not due  
to the COVID pandemic)

**Team: Policy and strategy and Union  
Development**

### Overall responsibilities:

The Project Coordinator is responsible for managing the PSI LGBT+ Project and supporting relevant campaigns at the national and international levels in accordance with PSI policies and activities in the regions.

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### The key responsibilities of the role include:

#### 1) Project and Activity Management

- Coordinate the PSI LGBT+ project internationally.
- Work with the Council of Global Union (CGU) LGBT+ committee to implement the project.
- Develop and implement a monitoring, learning and evaluation strategy: tools, methodologies and activities; in collaboration with the CGU LGBT+ committee.
- Coordinate activities as part of PSI's LGBT+ strategy and ensure LGBT+ issues are represented in key PSI policy areas.
- Maintain project management systems to ensure activities are planned, executed, evaluated and delivered within budget with the impact intended;
- Ensure all deliverables of the project, including narrative reporting and tracking indicators, are provided in a timely manner;
- Organise and facilitate the activities of the PSI LGBT+ activists.

#### 2) Campaign coordination

- Oversee the respective campaign work related to the project.
- Collaborate with CGU policy staff to ensure LGBT+ issues are highlighted in Global Union statements.
- Provide support/advice to the Regional Secretaries and the General Secretary on LGBT+ related issues.

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### [WWW.PUBLICSERVICES.INTERNATIONAL](http://WWW.PUBLICSERVICES.INTERNATIONAL)

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### 3) Finance and administration

- Oversee project funds and maintain required project administration;
- Liaise with finance staff to prepare relevant finance reports.

### 4) Communication & representation

- Prepare internal and external communication relating to the project
- Manage the CGU LGBTIworkers.org website.
- Draft reports for donors and PSI governance bodies;
- Provide media content for PSI Comms for mainstream and union-targeted communications;
- Represent PSI to affiliates and in other fora where necessary.

### 5) Fundraising

- Actively looks for funds to maintain and expand funding the for the LGBT+ Rights campaigns.

Other related duties as assigned by their supervisor or PSI General Secretary.

## **Selection criteria:**

### **Content Expertise:**

- Demonstrated awareness of and experience in LGBT+ communities
- Campaigning and organising experience
- An understanding of trade unions and issues related to discrimination
- Knowledge of the political economy of labour and public services (desirable)
- Knowledge of campaigning and organising theory (desirable)
- A degree in social sciences, labour or gender studies or equivalent experience (desirable)

### **Skills and attributes:**

- Strong project management skills;
- Participatory facilitation skills;
- Ability to use new technologies for organising, project coordination and communications;
- Network coordination skills and ability to coordinate a wide variety of members, staff and stakeholders;
- Demonstrated experience in project management including close monitoring of budgets, drafting timely and accurate reports for internal and external accountability;
- Ability to travel internationally

### **Experience:**

At least 3 years' experience in project management and campaign coordination within the human rights sector and if possible, the trade union movement at the national, regional or global level.

### **Languages:**

Ability to write and speak fluently in English. Other PSI languages a strong advantage, with French and Spanish highly desirable.

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**Line management:** The position will report to the Projects Officer.

**Cross-functional links:** the position will work closely with the Equalities Officer and PSI regional staff. The position will be part of the Union Development and the Policy and Strategy Team and work in close collaboration with other members of these teams.

**Salary and conditions: French open end contract,** Salary of EURO 5.162 gross per month. Additional benefits include a 13<sup>th</sup> month salary. A French employment contract includes health coverage (staff and dependants), pension contributions and unemployment contributions within EU and Switzerland.

PSI is a Global Union Federation with over 650 affiliates in 150 countries that represents public service workers interests, promotes human rights and quality public services.