

## JOB DESCRIPTION

<b>Job Title</b>	Women Transport Workers and Gender Equality Officer (A1)
<b>Department</b>	Office of the General Secretary
<b>Reports to</b>	Assistant General Secretary
<b>Key Relationships</b>	ITF Women Transport Workers Committee Chair ITF Women Transport Workers Committee ITF Womens Vice President ITF Executive Board
<b>Direct Reports</b>	Deputy Women Transport Workers and Gender Equality Officer

### Main Job Purpose:

- Lead and develop strategies on **organising women transport workers**, ensuring that all levels of the ITF leadership are fully engaged and supporting meaningful activities in line with the ITF Equalities for Transport Workers programme and thematic areas of the Women's Department work programme.
- Develop and implement effective, financially viable ITF's Gender and Equalities projects, which align with the ITF 2024 Congress vision to **build stronger unions** through equalities work and women's involvement.
- Establish and maintain strong and **strategic relationships** with ITF affiliates, donor organisations and other relevant stakeholders both internally and externally to deliver the ITF work programmes which align with the 2024 Congress vision.
- **Support and co-ordinate** the work of the the ITF Women's Committee and ITF Women's Conference (One meeting every inter congress period).
- **Collaborate** with all ITF Sections, Departments, Regions to ensure management and staff engagement in delivery of all ITF Gender and Equality projects and oversight of the ITF Equalities for Transport Workers' Programme working with relevant ITF senior managers.
- Support the ITF's **internal Gender and Equalities work** through engaging in relevant organisational change and people development initiatives.
- Support ITF affiliates to increase women membership and membership of the ITF.
- Targeting multinational companies, governments, investors and other actors through innovative campaigning to increase collective bargaining and leverage for women transport workers through innovative campaigning.
- Influencing global and regional policy to help set international standards for women transport workers that empower affiliates to improve regional, national and local standards.

## **Main Responsibilities**

### ***Organising and Building Strong Transport Unions***

- Direct the development of organising projects, necessary to deliver ITF's 2024 Congress Vision ensuring all ITF affiliates are equally represented liaising closely with internal cross-functional teams to maximise impact of membership growth, policy and campaigns and ensure compliance with internal processes and external regulations.
- Review all projects associated with the Equality for transport workers programme from ITF section, regions and departments.
- Lead the ITF gender and equalities projects as part of the Equalities for Transport Workers Programme.
- Increase the percentage of women's employment in transport sectors working with ITF sectoral leads.
- Increase trade union and corporate engagement in the prevention of violence against women transport workers.

### ***Strategic Planning and Project Governance***

- Create and direct the ITF gender and equalities team to provide support to projects taking ownership of the overall delivery of activities and meeting key milestones.
- Research and identify opportunities and using judgement, develop new projects that will be impactful and generate media interest to build the profile of the ITF externally.
- Share and reapply learnings internally within the ITF, its programmes and projects to ensure effective knowledge management on cross-cutting thematic programmes and functions.
- Contribute to wider organisational strategy and development by participating in relevant cross-organisational team discussions in line with the ITF's 2024 Congress Vision.

### ***Stakeholder Engagement & Building Networks***

- Represent and advocate the work of the ITF externally to appropriate employers, governments, GUFs, NGOs and other stakeholders.
- Support and co-ordinate the work of ITF Women Transport Workers Committee.
- Raise the profile of the ITF's Gender and Equality work within the Sectors, Departments, and Regions to its target audiences, collaborating closely with the ITF communications team to produce and disseminate stories and relevant information across a number of on and offline channels and media in line with a broader communications strategy.
- Identify and develop new opportunities for networking and building strategic alliances with partner organisations.

### ***Implementation and Communication***

- Develop, share and implement a regional strategy for ITF's Gender and Equality programme, communicate effectively internally ensuring both the team and broader organisation are both aware and aligned to its core objectives and its successes.
- Develop and direct appropriate research plans to support activity, collaborating with the ITF Research team.
- Monitor progress and adapt plans as necessary to ensure deliverables are achieved.
- Provide feedback regularly via monthly reports, seeking alignment and management approval at key points where necessary to meet project timings.

**Partnership and People Management**

- Lead the ITF Gender and Equality Programme with the Sectors, Regions, Departments to ensure effective delivery of the programme objectives.
- Manage the ITF Women's Department and coordinate the ITF Women's Secretariat team internationally.
- Manage and direct external consultants commissioned to carry out additional work to support activities as necessary.
- Identify and develop partnerships with affiliated unions and other programme partners ensuring effective union capacity-building, sharing learning's and communicating to effectively reapply or share insights with maximum impact.

**Project Evaluation and Financial Reporting**

- Commission monitoring and independent evaluation of the ITF Gender and Equality Programme where appropriate, using agreed monitoring and evaluation plans, indicators and processes.
- Identify funding opportunities and write funding proposals for organising, in line with the relevant ITF internal processes.
- Develop and direct programme budgets in line with the ITF's organisational processes, ensuring there is no overspend of agreed budgets.
- Direct and monitor overall expenditure in line with the ITF's financial procedures (and, if appropriate, donor requirements).
- Verify expenditure by reviewing variance reports produced by the Finance Team.
- Review and ensure, in conjunction with the Finance Team, accuracy of financial reports for donors.

**Other**

Any and all duties commensurate with the grade of the post as directed by the General Secretary to meet the needs of the organisation.

## PERSON SPECIFICATION

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Education level, qualifications or equivalent	Graduate level or equivalent work experience.	Relevant Masters' degree; equivalent qualification or solid experience.
Knowledge, experience and technical skills	<p>Demonstrable experience managing and leading organising programmes or equivalent movement building experience.</p> <p>Significant experience of effective leadership at a senior management level, including developing and leading on the successful implementation of key organisational strategies within a national or global trade union or in a social movements context.</p> <p>Proven experience in successfully developing, implementing and leading strategic organising campaigns related to Gender and Equality.</p> <p>Experience using social and digital organising tools.</p> <p>Experience of achieving successful organisational change and management of significant complex projects within agreed budgets.</p> <p>Excellent analytical and problem solving skills.</p> <p>Experience of motivating and managing people, demonstrating an appropriate balance between empowerment, being supportive and assertiveness to drive a high achievement culture.</p> <p>Excellent communication skills – including fluency in English, strong presenting, advocacy, debating and report writing skills.</p>	<p>Fundraising and financial management experience.</p> <p>Proven experience of working in a global organisation.</p> <p>Experience in policy and advocacy work.</p>

	<p>Influencing skills.</p> <p>Experience in successfully activating, developing and managing affiliate relationships to deliver projects across multiple jurisdictions.</p> <p>Project Management experience.</p> <p>Experience managing budgets.</p> <p>Sound research skills and proven experience in commissioning strategic research to support projects.</p> <p>Experience of negotiating and mediating in a trade union context.</p> <p>Ability to use Microsoft Office packages, including Word, Excel, PowerPoint, Outlook (email), and diary software to an intermediate level.</p> <p>Fluency in a second language.</p>	
<b>Personal attributes/skills</b>	<p>A proven commitment to the values of equality and diversity for working people and an understanding of how to support these within operational activity.</p> <p>Ability to think strategically, interpret and analyse complex issues from both qualitative and quantitative data with speed and accuracy, and communicate them effectively and credibly to different audiences.</p> <p>Highly skilled at building effective working relationships communicating with transparency to colleagues and stakeholders both inside and outside the organisation driving consistency, efficiency &amp; awareness gender and equalities.</p>	

	<p>Ability to work effectively in a political environment, building effective relationships with affiliates and demonstrating political awareness.</p> <p>Exceptional attention to detail and ability to work simultaneously on multiple priorities.</p> <p>Able to motivate staff, set clear expectations around performance, identify clear measures for progress, and tackle poor performance promptly.</p> <p>Ability to exercise initiative, discretion and sound judgment with solid financial and risk management skills.</p> <p>Able to challenge constructively, influence stakeholders and drive change.</p> <p>Ability to work under pressure and work effectively in a crisis.</p> <p>Ability to plan and lead projects following tight deadlines. Ability to work collaboratively as part of a team.</p> <p>High ethical standards, methodical and diligent, whilst keeping in mind the values and objectives of the organisation.</p> <p>Proactively identifies opportunities and problems. Contributes ideas for solutions; and works to understand how to create positive change.</p> <p>Ability to maintain resilience and a positive outlook.</p> <p>Commitment to social justice and trade union values.</p>	
<b>Practical requirements e.g. hours,</b>	Ability to undertake frequent	

<b>requirement to travel</b>	travel, when required.  Flexible approach to working hours when required.	
------------------------------	---	--

**November 2024**