



Job Description: LGBTI+ Rights Campaign Officer

Location:	Ferney-Voltaire (France)
Travel required	yes 10-15%
Team	Trade Union Rights
Department	Union Development

Overall Responsibilities

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

Tasks of the Campaign Officer

-)] Coordinate the PSI LGBTI+ project internationally and oversee the respective campaign work.
-)] Work with the CGU LGBTI+ committee to implement the project.
-)] Develop the defined tools of the project in collaboration with the CGU LGBTI+ committee.
-)] Be responsible for project monitoring and reporting (midterm, annual, final).
-)] Respect reporting deadlines and ensure accurate and timely reports.
-)] Prepare reports on the progress of the project for PSI's Constitutional Meetings (Steering Committee and Executive Board)
-)] Provide support/advice to the Regional Secretaries and the General Secretary on LGBTI+ related issues
-)] Provide content for mainstream and union targeted communications;
-)] Monitor budget compliance and financial reporting;
-)] Represent PSI to affiliates and in other forums where necessary;
-)] Respect the relevant PSI Guidelines in all the work.

Supervision

The Campaign Officer will work under the supervision of the Projects Officers within the policy framework set by PSI constitutional bodies and within an agreed work plan.

Selection Criteria :

Knowledge and experience (required)

-)] Demonstrated awareness of and experience in LGBTI+ communities
-)] Campaigning and organising experience
-)] An understanding of trade unions and issues related to discrimination

Knowledge and experience (desirable)

-)] Knowledge of the political economy of labour and public services

-) Knowledge of campaigning and organising theory
-) A degree in social sciences, labour or gender studies or equivalent experience

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

Language skill: Ability to write and speak fluently in English. Knowledge of French, Spanish and/or other official languages of PSI an asset.