

# Soroptimist International (SI)



**Recruitment Pack:**

**SI Representatives to United Nations in Vienna**

**March 2025**



**SI Chair of Global Policy: Siew Yong Gnanalingam**

**SI Global Executive Director: Deborah Thomas**

**SI Director of Advocacy: Leigh Ellwood-Brown**

**SI Global Policy Advisor: Hana Smith**



24 March 2025

**SI PRESIDENT**

Siew Yong Gnanalingam

**SI PRESIDENT ELECT**

Renata Trottmann

**SI TREASURER**

Wendy Logan

**SI DIRECTOR OF ADVOCACY**

Leigh Ellwood Brown

**GLOBAL EXECUTIVE  
DIRECTOR**

Deborah Thomas

Dear Sorooptimist,

**Reference:**

**Appointment of Volunteer SI Representative to the United Nations in Vienna**

Thank you for your interest in applying for the role of Sorooptimist International volunteer Representative to the United Nations (UN) in Vienna.

Sorooptimist International advocates for human rights *and* gender equality. At the heart of Sorooptimist International's advocacy is our work across seven UN Centres, where 26 volunteer SI Representatives ensure that the voices of all women and girls around the world are included in international decision making. Our team of Representatives collaborate with other like-minded organisations on issues of mutual concern, working together towards our common aspirations for all women and girls by influencing Member States and policy.

Sorooptimist International is a member-based global volunteer movement working together to transform the lives of women and girls. Our network of approximately 65,000 club members in 118 countries work at a local, national, and international level to Educate, Empower and provide Enabling opportunities for women and girls in all their diversity. In this volunteer role at UN Vienna, you will follow the work of specific UN Committees, seek leadership roles and speaking opportunities and strengthen SI relationships within the NGO community.

Sorooptimist International's Representatives to the United Nations advocate effectively on behalf of all women and girls by drawing on evidence provided by Sorooptimists taking direct action at the local level. The current priority area of focus is the UN Sustainable Development Goals, which the UN set in 2015 as the agenda for the subsequent 15 years, concentrating on Goal 4 (Education), and Goal 5 (Gender Equality), and other areas that relate to women's empowerment. This agenda is otherwise known as the 2030 Agenda for Sustainable Development.

Sorooptimist International is looking to appoint a Representative to the UN who is located either in the Greater Vienna area, or who lives approximately one hour's travel away from UN Vienna as you will be required to attend official in-person UN meetings and meet with SI partners in the NGO Community.

SI (SOROPTIMIST INTERNATIONAL) LIMITED

REGISTERED OFFICE: SUITE 1, 28 ST THOMAS PLACE, ELY, CB7 4EX, UK COMPANY NUMBER 08670477

E-mail: [hq@sorooptimistinternational.org](mailto:hq@sorooptimistinternational.org) Website: [www.sorooptimistinternational.org](http://www.sorooptimistinternational.org)

In General Consultative Status with the Economic and Social Council, United Nations (ECOSOC); Operational Relations with the United Nations Educational, Scientific & Cultural Organisation (UNESCO); Special List of the International Labour Organisation (ILO), Official Relations with the Food and Agriculture Organisation (FAO); Consultative Status with the United Nations Industrial Development Organisation (UNIDO); Consultative Status with the United Nations Environment Programme (UNEP)

We are looking for individuals with:

- A keen interest in international affairs, gender equality and human rights
- Good knowledge of Soroptimist International, the organisation
- A willingness to learn and undertake training with the SI Centre Contact (lead) at UN Vienna
- Ability to influence and demonstrate diplomacy
- Strong team player that works collaboratively with various stakeholders, including other SI Representatives to the UN and other external partners
- Good report writing and oral communication skills in English, noting that spoken German maybe useful
- The understanding that the selected candidate(s) will represent SI as an organisation; thus they must advocate for Soroptimist International positions, which may, at times, differ from personal opinions.

The applicant should appreciate the time commitments required for the role; this can be up to 30 hours per month, depending on Committees followed and UN work undertaken at the centre. This will also vary according to the time of year; May and the months preceding this are very busy in the lead up to the CCPCJ event. Applicants must be confident in the regular use of email and the internet as they will be required to use a dedicated SI Microsoft account.

Please read the following information carefully and review the SI website for published information and reports on our global advocacy work. This will help to guide you with your application. Please return your completed application form to Joseph Mason, SI Advocacy and Communications Coordinator, Soroptimist International HQ at: [advocacy@soroptimistinternational.org](mailto:advocacy@soroptimistinternational.org)

Please use **'SI Representative to UN Application - Vienna'** as the subject line and note the closing date of **30 April 2025**.

We look forward to receiving your application and thank you for your time and interest in Soroptimist International.

Kind regards



Deborah Thomas  
SI Global Executive Director

## **The Role of Soroptimist International Representatives at the United Nations**

Soroptimist International's Volunteer Representatives to the UN serve as a link between Soroptimist Clubs, Regions/Unions and Federations, and the international community of Soroptimists. They work to ensure that the advocacy priorities of SI and the voices of women and girls are shared with decision-makers and policymakers at the international level.

Representatives to the UN also share information on emerging issues, trends, and best practices to SI through SI Headquarters. The activities undertaken by SI's Representatives are supported by staff at SIHQ, the Chair of Global Policy, the SI Director of Advocacy, and appointed SI Advocacy Advisors.

To support SI's work at the UN, each Representative will be assigned specific Thematic Areas, Commissions and Committees to follow and on which to develop expertise, as appropriate to the UN Centre at which they are active.

### **Key responsibilities of SI UN Representatives**

- Follow UN discussions and resolutions relevant to the Thematic Area to which they have been assigned;
- Seek leadership opportunities relevant to their assignment;
- Participate in discussions expressing the Soroptimist viewpoint;
- Communicate with Government representatives, Agencies, and Programs to inform them of SI's advocacy position;
- Liaise regularly with Non-Governmental Organisations which work on similar issues to build advocacy-based relationships;
- Work with SI Global Policy Advisor to create an annual work plan that contributes to the achievement of SI's goals;
- Attend online meetings and participate in calls with SIHQ;
- Attend team meetings with other SI Representatives to the UN at their Centre;
- Report to SIHQ on advocacy activities;
- Support international communications by writing blogs, reports, articles etc; and
- Familiarise themselves with current key issues affecting women and girls.

## About the UN Centre in Vienna

There are currently 4 Soroptimist International Representatives to the UN in Vienna. The main UN agencies in Vienna are the Office on Drugs and Crime (UNODC) and the UN Industrial Development Organisation (UNIDO). The UNODC assists Member States to address the threat posed by drugs, crime, corruption, and terrorism. It works to promote security and justice for all. UNIDO promotes industrial development to create shared prosperity while safeguarding the environment. The UNHCR also has an office in Vienna.

The most important UN conferences in Vienna are the Commission on Crime Prevention and Criminal Justice (CCPCJ), the Commission on Narcotic Drugs (CND) and the UNIDO General Conference. The SI team of representatives to the UN in Vienna also attend special conferences including those with a focus on addressing corruption, migration and human trafficking; as well as the Global Conference on Harnessing Data to Improve Corruption Measurement.

There are 7 NGO Committees at the UN in Vienna – of which the team of UN representatives work closely with 3 (CSW, CSD, CoA).

All SI Representatives are strongly encouraged to seek out leadership opportunities on the NGO Committee that engage on allocated thematic areas. Pursuing other leadership opportunities with event organising committees, speaking roles, and other opportunities are all considered to be key to raising the profile of Soroptimist International and contributing to SI's global advocacy work. To ensure that SI's UN work is effectively maintained all Representatives are expected to provide reports on their activities as per their role outlines. More information on how to supply that information and reports can be found in the SI Representative to the UN Manual which is supplied by SIHQ.

## Activities and Responsibilities relevant to all SI UN Representatives in Vienna:

- **The 2030 Agenda** will guide the programme of work that the UN is developing and will continue to follow for the next 5 years. Due to its impact and relevance, all Representatives should familiarise themselves with the 2030 Agenda and the Sustainable Development Goals, in particular processes and areas most relevant to their allocated thematic issue(s).
- **Gender Equality** should crosscut all SI global policy efforts regardless of the committee/issue assigned. All SI Representatives should be familiar with issues that are barriers to achieving gender equality.
- **Human Rights** crosscut discussions, approaches, implementations, monitoring and evaluation activities that the UN undertakes. All Representatives should be

knowledgeable on human rights principles and be aware of topical human rights issues, especially those that impact their allocated thematic issue(s).

- **UN Special Rapporteurs** consult at country level on different thematic issues. All Representatives to the UN in Vienna should provide country visit information to SIHQ as early as possible and support any SI Federation input to a UN Special Rapporteurs report at the UNOV through follow-up activities.
- **CSW** is a major annual event for SI and is the key commission for gender equality. To support SI's advocacy work, all Representatives to the UN in Vienna should be aware of the CSW NGO Committee's work as relevant to their specialisms, supported by the Vienna Centre Contact.
- **Relationship Development** and maintaining existing – and new – relationships with government missions, key groups such as UN agencies, and like-minded CSOs and NGOs is vital to improving the impact of SI's advocacy work at the UN.
- **Following International Campaigns/International Days** such as 16 Days of Activism to fight VAWG is part of ensuring that SI is up to date with global advocacy trends and issues.
- **SI Global Policy Committee** will help drive SI's global policy activities; SI UN Representatives are expected to participate in working groups and be active on the Global Policy Committee, relevant to their expertise and assigned areas of work, while also considering other leadership roles and time commitments the Representative to the UN has.
- **Other miscellaneous issues** that SI Representatives are called upon to contribute their expertise includes contributing to SI reports and statements; contributing to preparations for UN conferences; sharing relevant information with the SI Representative to UN team, Chair of Global Policy and Global Policy Advisor; holding officer positions in NGO Committees, Coalitions or working groups.

### Role Responsibilities

All Representatives are members of SI's global UN Representative team. As a member of that team, it is important that UN Representatives:

- Attend online meetings with SIHQ, the Chair of Global Policy and Global Policy Advisor, Representative to UN meetings and other calls as necessary;
- Are available for Vienna team meetings once a month (minimum);
- Write blogs on key advocacy issues and UN events to support international communications;

- Regularly report to SIHQ on their UN and advocacy activities, including (controversial) issues which arise at the UN which will require a decision from SIHQ or the Global Policy Committee; and
- Have time available to familiarize themselves with key issues.

All Representatives to the UN in Vienna should participate in the Constructive Dialogues on Trafficking and Smuggling and Firearms and share this workload.

As achieving gender equality is the overarching mission of SI, all Representatives should follow the NGO CSW Committee, which provides a major avenue of input for SI. Within this role, the post-holder will specialise in violence against women, including harmful traditional practices, trafficking, and other forms of violence.

The NGO Committee on Sustainable Development provides a generalised avenue to advocate for the needs of women within sustainable development process. Following this committee is critical for SI's engagement with the 2030 Agenda and the SDGs. Due to the range of UN agencies and bodies in Vienna, it would be possible for the post-holder to focus on the economic empowerment of women. They could work with other members of the Vienna team and Representatives at other UN Centres to ensure other key points are raised with this committee. By covering this NGO committee and associated UN processes this Representative position will specialise in gender mainstreaming and mechanisms to improve women's and girls' rights in the UN system.

## **Application for Soroptimist International Representatives at the United Nations**

Applicant's full name:

Curriculum Vitae attached: Yes / No

Application date (dd/mm/yy):

### **Contact Information**

Address:

Postcode / ZIP code:

Telephone number – mobile / landline (including international calling code):

Email address:

### **Soroptimist Information**

Federation and Club:

Federation leadership experience, roles and responsibilities (including applicable dates):



**Please complete all fields below:**

1. Nearest United Nations Centre:
2. Fluency in a. English: b. German
3. Distance from United Nations Centre in Vienna:
4. Method of travel you would use to the United Nations Centre in Vienna:
5. Travel time:
6. Cost per round trip to and from the United Nations (if by car, determine the cost of gas/fuel and parking fees for the trip):
7. Weekly availability (outline the number of hours you could dedicate to this role per week, and your availability to attend United Nations’ activities, including on weekdays):
8. Do you have regular internet access: Yes / No
9. Are you comfortable using Microsoft apps: Yes / No
10. Are you able and committed to providing regular updates on your United Nations work (including regular electronic reports and email communications):
11. Personal experience with the United Nations, Non-Governmental Organisations

**The table below lists Soroptimist International’s objectives. Please mark the boxes (x) of the topic(s) you feel most knowledgeable about:**

Increasing access to formal and non-formal learning opportunities	
Improving access to economic empowerment and sustainable opportunities for the employment of women	
Eliminating violence against women and girls and ensuring women’s participation in conflict resolution	
Addressing corruption	
Migration	
Human trafficking	
Harnessing Data to Improve Corruption Measurement.	

**Please outline your knowledge, skills and experience which would best serve Soroptimist International if you were appointed as an SI Representative to UN Vienna. Maximum 300 words.**

(Please include relevant information such as: position(s) of leadership, significant successes, involvement in Soroptimist International projects, additional and relevant skills, any further information contributing to your ability to fulfil the role of United Nations Representative).

**Your response:**

**Please outline your motivation to serve as a Soroptimist International Representative to the United Nations: (no more than 150 words)**

**Your response:**

## **References**

Please provide contact information for two (2) persons who can provide testimony regarding your suitability for this role, attesting to your related skills and experience. Both references will be sought independently by Soroptimist International HQ.

### Reference 1:

Full Name:

Telephone number (including country code):

Email address:

Relationship to you:

### Reference 2:

Full Name:

Telephone number (including country code):

Email address:

Relationship to you:



**Website:** [www.soroptimistinternational.org](http://www.soroptimistinternational.org)

**Contact:** [hq@soroptimistinternational.org](mailto:hq@soroptimistinternational.org)

**SI (SOROPTIMIST INTERNATIONAL) LIMITED REGISTERED OFFICE:**

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