

UN-GLOBE Agency Chapter Coordinator (s)

Terms of Reference

As UN-GLOBE Agency Chapter Coordinator(s), you will:

- represent LGBTIQ+ people and their issues in the UN entity;
- have knowledge and understanding of:
 - staff networks and representatives in the UN entity,
 - experience of organising and representing personnel or workers in the UN entity, or LGBTIQ+ and SOGIESC issues,
 - and the challenges LGBTIQ+ people face in the workplace.
- work in close collaboration and coordination with the UN-GLOBE Board & Chapter Coordinators Team;
- support the agency in becoming an inclusive, diverse and equal workplace for all, including LGBTIQ+ people.

You will do this with in consultation and collaboration with the UN-GLOBE Board;

- at the entity level by;
 - engaging and working closely with the following partners in your agency:
 - senior leadership & management;
 - human resources officers;
 - ethics officers;
 - ombudspersons;
 - staff welfare officer;
 - medical officers;
 - staff council/association/network representatives;
 - security officers;
 - and any other relevant focal points.
 - establishing and coordinating a team of volunteers to support the development and implementation UN-GLOBE entity work plan;
 - developing and implementing a two year UN-GLOBE work plan for the entity aligned with the UN-GLOBE priorities and strategy that includes but is not limited to:
 - reviewing and analysing agency's policies, trainings, procedures and practices from a SOGIESC perspective to identify gaps and weaknesses;
 - providing technical inputs and guidance in the drafting, updating and implementation of all relevant policies, procedures, trainings and strategies to ensure the issues of LGBTIQ+ people in the agency are captured;
 - participating in all relevant meetings, discussions, negotiations, workshops and trainings with partners to mainstream a SOGIESC lens;
 - recruiting and welcoming new members;
 - planning and organising meetings, events and activities for members and friends with relevant agency partners;
 - developing and implementing awareness-raising and sensitization campaigns;
 - updating and developing the UN-GLOBE's information brochure for the entity;
 - disseminating and sharing updates and relevant new information related to LGBTIQ+ people working in the entity;

- monitoring and maintaining:
 - UN-GLOBE's agency work-plan;
 - a list of all relevant key policies, procedures and practices relevant to LGBTIQ+ people;
 - a directory of key focal points and stakeholders in the agency;
- acting as a 1st responder to any:
 - queries that LGBTIQ+ in the Agency may have and direct them to where to find information;
 - issues LGBTIQ+ people encounter in the Agency, and support them to deal with them accordingly so that are resolved satisfactorily.
- At the global level by;
 - representing the agency in the network of UN-GLOBE Chapter Coordinators;
 - leading or participating in one or more of the UN-GLOBE task teams;
 - providing inputs into all UN-GLOBE's documents including:
 - policy recommendations;
 - good practices;
 - strategy;
 - Global Workplan.
 - drafting content for the UN-GLOBE newsletter;
 - monitoring and maintaining:
 - the UN-GLOBE key contacts database for the agency;
 - the member's mailing list for the agency.