



Please note this statement is for information only and does not form part of a contract. This list is not exhaustive and you will be expected to undertake such duties as may be assigned to you from time to time. Employees are expected to be flexible in their work in order to deliver the objectives of the organisation.

ROLE PROFILE

Job Title:	Project Officer
Contract Type:	Permanent – full time 5 days a week
Grade/Salary:	Band C - £35,608-£36,685
Reporting to:	Gender Project Manager
Team/ Department:	Bretton Woods Project (PAP)

Context

The Bretton Woods Project (BWP) envisions a global economic system that operates on the primary principles of justice, equity, gender equality, human rights and environmental sustainability, with international institutions that are democratic, inclusive, transparent, accountable, and responsive to citizens, especially the poorest and most vulnerable.

The Bretton Woods Project focuses on the World Bank and the IMF to challenge their power and open space for civil society and social movements to contribute to the development of policies that are gender transformative, equitable, environmentally sustainable and consistent with international human rights norms. We do this because the Bank and Fund remain global opinion formers, funders and influential proponents and enforcers of economic and development policies.

We act as a watchdog by monitoring the Bretton Woods Institutions (BWIs, the World Bank and IMF), with a particular focus on the impact of Bank and Fund policies and activities on the environment, human rights and democratic governance. We build and maintain an information and evidence base and are a credible critical voice on the work of the Bank and Fund and on their role in the broader international finance landscape. We amplify the voices of marginalised communities, social movements and civil society partners and act as interlocutors amongst international financial institutions and government officials and civil society partners.

Purpose of the role

The primary purpose of this role will be to support the World Bank-focused component of BWP's Gender Equality and Macroeconomics (GEM) Project, as well as supporting BWP's Human Rights and Financialisation (HRF) Project.

This role entails opening space for civil society organisations to critically engage with the World Bank and challenging the institution on its approaches to macroeconomic policy and private finance from a gender equality and human rights perspective. This includes supporting the development of advocacy strategies, representing BWP in advocacy with senior officials and engagements with civil society communities, and producing high-quality research outputs. The position also involves monitoring key developments at the BWIs, contributing to joint BWP outputs such as the *Observer* and *Dispatch*, and to the institutional strengthening of BWP.

Key Relationships

- The GEM Lead, Human Rights and Financialisation Lead, and the wider Bretton Woods Project team
- World Bank and government officials
- Civil society partners
- External consultants/suppliers
- ActionAid UK administrative teams

Key tasks and responsibilities

Key tasks	Key elements	%
Advocacy	<ul style="list-style-type: none"> • Conduct policy analysis, research and advocacy on macroeconomic policy and financialisation in relation to gender equality and human rights, and present to decision-makers through written briefings, meetings and panel discussions. • Support the development of advocacy strategies towards the World Bank. • Manage relationships with key World Bank board members and senior officials. • Engage with relevant UK government officials to further advocacy goals. • Produce high-quality, timely and in-depth desk-based research, with recommendations for policy change and other strategic advocacy outputs. • Monitor and evaluate outcomes and impact of advocacy activities to inform project adjustments and future grant funding outreach. 	50%
Network support and outreach	<ul style="list-style-type: none"> • Support critical civil society communities to engage with the World Bank on macroeconomic policy, financialisation, human rights and gender equality. • Support and work with the GEM Project partners. • Support and actively participate in broader UK, international, European, and Global South-based civil society networks. 	25%
Monitoring	<ul style="list-style-type: none"> • Monitor IMF and World Bank developments impacting on the Project's objectives. • Contribute to joint BWP communication outputs, including the <i>Observer</i>, <i>Dispatch</i>, <i>Newslens</i> and Annual Report. 	15%
Institutional Strengthening	<ul style="list-style-type: none"> • Contribute to BWP's strategic planning. • Support the implementation of BWP's fundraising strategy, which may include developing relationships with potential new funders and assisting in grant proposal writing. • Take on responsibility for a range of institutional tasks, as required, such as contributing to BWP's Annual Report, organising team planning days and supporting 360 reviews. 	10%

Person specification

1) Essential knowledge, skills and experience:

- Understanding of feminist economic theory and women's rights issues
- Familiarity with current international economic justice policy debates, particularly privatisation and financialisation as they relate to international development policy
- Experience in conducting advocacy with senior-level officials
- Experience working with a diverse range of civil society communities
- Proven experience of producing high-quality, timely research
- Experience writing articles, policy briefings and background briefs in a variety of styles for different audiences
- Undergraduate degree or higher in gender studies, economics, development, international law or a related field
- Excellent written and oral communication skills in English

2) Desirable knowledge, skills and experience:

- Experience working in small-NGO team settings
- Experience writing donor reports
- Experience copy editing
- Fluency in other languages
- Work and/or research experience in the Global South