



Director of Membership Support and Development

December 2024



Introduction

I am delighted that you are interested in becoming IPPF's Anti-Racism Advisor, at this critical time for sexual and reproductive health and rights. Our Federation has a bold new strategy, and Member Associations in over 120 countries are at the forefront of delivering quality services, comprehensive information and advocating for just laws so that more people in more places for more circumstances may realise their sexual and reproductive health and rights (SRHR).

As a Secretariat we have transformed to ensure we are equipped to face the challenges ahead. Through a new structure, newly created roles and new ways of working, we are leveraging the capacity of the whole Secretariat. Our very existence manifests just how the demand for dignity in sexual and reproductive health and rights is universal to people the world over. But that world is changing rapidly. Tough challenges must be confronted - the toxic legacies of longstanding racism, sexism and homophobia, for example; the deepening impacts of the climate crisis, violence, and inequalities; the escalating consequences of new technologies, population displacements, and habitat destruction.

We are now looking for people to join us and make our 'Come Together-Strategy 2028,' a reality. Revolutionising IPPF, placing it in a stronger position to support SRHR for those who are left out, locked out, or left behind. Come Together commits IPPF to shaping laws, policies and norms through feminist action and international solidarity; and to strengthen the Federation, adding new drive for real and lasting impact.

I would invite you to take this opportunity to see how your leadership can contribute towards our strategy. As we transform the approach to People Organisation & Culture, we are looking to be more dynamic, agile and diverse. Building consistency, keeping on the 'front foot' of evolving people practices, automating our people services. The Anti-Racism Advisor will work collaboratively with People Partners, HR Focal points and others to spearhead IPPF's Anti-Racism Programme of Action, ensuring that our commitment to equity and inclusion is woven into every aspect of our work.

If this is your passion, and your personal commitment is backed with the skills and experience for this exciting global role, please take the next step and apply.

Dr Alvaro Bermejo, Director General



About IPPF

The International Planned Parenthood Federation (IPPF) is a global service provider and a leading advocate of Sexual and Reproductive Health and Rights (SRHR) for all.

It is more than 70 years old and is present in 150 countries. Its conformation is represented by member organizations (collectives or departmental networks) that represent one per country. However, there are some organizations that are in a personal capacity and are called collaborating partners.

The federation has undergone a very strong restructuring process and a change of strategy where the interest is that the member organizations are at the center and that they are the ones who, from their knowledge of the context, nurture the federation. In Latin America and the Caribbean, the federation is present in 4 Caribbean countries, 4 countries in Latin America and there are 4 collaborating members. They are provided with general support services, there is an accreditation system and important topics such as diversity and social entrepreneurship are addressed. They are global leaders in youth and gender issues.



'Come Together' – IPPF Strategy 2028

To be impactful in a world of change, IPPF must change too. That is what Strategy 2028 is all about.

Come Together is written simply to be understood widely. It is informed by young people who want more inclusive and accessible language. The strategy aims to demystify Sexual and Reproductive Health and Rights (SRHR) and to speak in direct terms about the federation and its strategic ambitions. It speaks in a collective voice that recognises IPPF's diversity as well as its sense of solidarity and shared mission.

The structure of the strategy is also simple. It has four pillars. Three pillars face outwards to the world and one faces inwards to the federation. Each pillar contains a goal and three pathways. The pathways are the actions we need to prioritise to achieve our goals. The pathways are accompanied by sets of change commitments. The pillars and pathways bring focus and direction. But they are not mutually exclusive. Throughout the strategy, linkages bridge and weave across the different pillars and pathways. None exists in isolation. Core IPPF areas such as gender, youth, humanitarian, or rights cannot be fitted into a single pillar. They run across the strategy.

Come Together builds on IPPF's previous strategy, but it is also a departure from it. The biggest change is the commitment by member associations and the Secretariat to focus resources on reaching people who are being excluded and marginalised with quality and people-centred care. Come Together further commits IPPF to shaping laws, policies and norms through feminist action and international solidarity. Thirdly, Come Together commits to nurturing the federation, addressing shortcomings and adding new impetus for real and lasting impact.

[See here for further information](#)



IPPF STRATEGY 4 PILLARS



Expand Choice Widen Access
Advance Digital & Self Care

- Proportion of [service providing] MAS/ CPs providing IPES-plus AND meeting quality standards.
- Number of clients served by type of services and model of care (including Digital Health Interventions (DHIS), facilitated self-care) with focus on adolescents and young people, people in humanitarian settings and other marginalized and excluded people.
- Number of services provided by type of services and model of care (including DHIS, facilitated self-care) with focus on adolescents and young people, people in humanitarian settings and other marginalized and excluded people.
- Aggregated proportion of MAS/ CPs' contribution to the national SRH services provided in their countries.



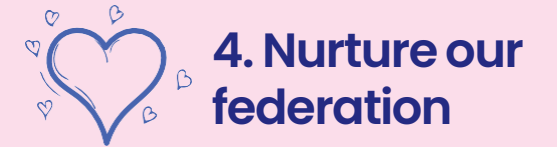
Ground Advocacy Shift Norms
Act with Youth

- Number of successful policy initiatives and legislative changes in support or defence of SRHR. 6. Shifts in perception and attitudes in relation to gender equality and inclusion across the Federation and the communities we serve.
- Quality, reach and impact of CSE, youth-centred care, and progress in youth engagement in the Federation.



Support Social Movements Build Strategic Partnerships Innovate & Share Knowledge

- IPPF's contribution in supporting social movements and defending activists.
- Number of intra- and inter-sector campaigns delivered by the federation in support or defence of SRHR, through a diversity and decolonization lens. 10. Proportion of research and evidence initiatives generated by MA-led centres of learning that are from the global south.



Walk the Talk Chart our Identity
Grow our Federation

- Proportion MAS/CPs receiving less than 50% of their income from one single donor.
- Overall Secretariat Efficiency Score.

The Role

Role:

Director of Membership Support and Development

Responsible to:

Regional Director (ACRO)

Location:

Trinidad & Tobago

Working Days:

Full-Time (Hybrid Working)

Salary:

\$100,000-130,000 USD and will be paid in equivalent TTD.



What you'll do

As the Director of Membership Support and Development, you will lead the integrated support, growth, and development of Member Associations (MAs) and Collaborative Partners (CPs) in the Americas and Caribbean region and collaborate pro-actively with other Regions and Global functions to leverage Federation-wide impact. You will...

Leadership and Strategic Guidance

- Works as part of the Regional Senior Leadership Team to promote, develop, and grow the work of the Federation in its geography.
- Works as part of the Global Secretariat team and the Global Membership Support & Development Community of Practice to deliver the global agenda
- Create a framework that builds a greater understanding of, and integrates MA/CP growth into, the delivery of the Strategic Framework to widen access, expand choice, innovate and share knowledge, and act with youth, advance digital and self-care.
- Build, lead, and mentor a diverse team with complementary technical expertise, skills, drive, and determination into a seamless functional unit where people can perform at their best. Role model safeguarding, anti-racism, and IPPF's code of conduct in everything they do.
- Identify and target new partners in priority countries and walk with them on the path to membership.

Organisational Integration and Coordination

- Brings and connects all MA-facing work across the Americas and Caribbean region to ensure optimal support and services to MAs/CPs.
- Provides an enabling environment to support the free flow of information and the mechanisms to enable knowledge sharing and direct access between MAs/CPs in the region and other parts of the Federation.
- Build an overall picture of MA/CP capabilities, capacities, country contexts, audiences, and competition from country and MA/CP profiles to connect organisations, activities, and information strategically.
- Devise an integrated plan of activities driven by MAs/CPs to achieve tangible outcomes, capacity building, stronger governance, shared learning, and connection facilitation across the Federation.
- Create an MA/CP service delivery platform that provides funding and resource support that meets Federation programmatic requirements, leverages opportunities, and achieves 'burn rates'.

Cross-Organisational Collaboration and Development

- Promotes MAs/CPs as the centres of excellence and technical expertise.
- Assess quality controls for data integrity used to inform decision-making.
- Facilitate the design and delivery of integrated programming and resource allocation, leveraging or building technical capacity in MAs.
- Galvanise and lever development opportunities for MAs/CPs through proposals and donor reporting.



Candidate profile

What you're good at

- **Building Trust and Collaboration:** You excel at building trust and working collaboratively with all levels and key stakeholders across a complex organization.
- **Organisational Skills:** You have a strong ability to plan, set goals, and manage multiple projects simultaneously within a fast-moving environment.
- **Analytical and Executive Presence:** You are comfortable presenting and facilitating productive discussions, with strong influencing skills essential for this role.
- **Attention to Detail:** You can provide quick turnaround and updates for multiple requests while maintaining a strong reputation for high-quality work.
- **Discretion & Confidentiality:** You display discretion and confidentiality when handling sensitive information.

Your Expertise

- At least 5 years of experience in leading multi-country/regional programs in international development, with a focus on SRHR or related fields being a plus.
- Demonstrated experience in leading cultural and structural change initiatives, with an understanding of racial justice and social change.
- Knowledge of the international humanitarian and development sector, with a good understanding of human resources policies and practices.
- An understanding of federated organizations would be helpful.
- Track record of working successfully with diverse, multicultural, and multilingual groups.
- Strong organisational and time management skills with project management experience.
- Excellent communication skills with the ability to translate technical jargon for non-technical people.
- Excellent written and verbal communication in English, with knowledge of Spanish or French being advantageous.
- Excellent leadership and line management skills, with experience in coaching and mentoring diverse teams.

Our Ethos

We are committed to the highest levels of safeguarding in local and international contexts. We value our diversity and expect people to contribute to creating inclusive environments where everyone is valued and respected. We are an intersectional, feminist, anti-racist organisation which is passionate about sexual reproductive healthcare rights + justice, including safe abortion. We support peoples' rights regardless of sexuality or gender identity/expression and are supportive of sex workers' rights to access healthcare.



How to Apply

All correspondence, at this stage, should be via Perret Laver

You can apply here: [Director of Membership Support and Development](#)

To apply on Perrett Laver's Vacancies page, please click on the "Apply Now" button please submit a CV and covering letter, in two different documents, which should be prepared before applying as they will be considered in the application process. Your materials should detail how you fulfill the role description and personal specification and quote reference 7674.

Selection Process

The selection committee will together review all candidates' applications and agree on a longlist for the role. Longlisted candidates will be invited to discuss the position with Perrett Laver in greater detail and unsuccessful candidates will be notified at this time. The selection committee will subsequently meet to decide upon a final shortlist to be invited to the formal interview stage.

Timeline

Closing date:	15 th January 2025
First stage interviews:	Late January 2025
Final interviews:	TBC

Equality Statement

Applications are particularly encouraged from female and non gender conforming candidates and those who are openly and positively living with HIV. IPPF is committed to equal opportunities and cultural diversity. Candidate must be supportive of bodily autonomy and women's right to have access to safe abortion care, of sexual work and LGBTIQ+ inclusion. Candidates from all sections of the community are welcome to apply. IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.

Queries

If you have any queries on any aspect of the appointment process, need additional information or require reasonable adjustments to support your application, please email Kathryn Ravey, Research Associate, Perrett Laver (kathryn.ravey@perrettlaver.com).



