



Raising awareness about  
Women, HIV and AIDS

<http://www.sophiaforum.net/>

## SOPHIA FORUM ASSISTANT COORDINATOR

### JOB DESCRIPTION

**Job Title:** Sophia Forum Assistant Coordinator  
**Salary:** VOLUNTEER – may become a paid position subject to funding  
**Duration:**  
**Hours:**  
**Responsible to:**

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About Sophia Forum:

In 2004, UNAIDS launched the Global Coalition on Women and AIDS (GCWA) – [www.womenandaids.unaids.org](http://www.womenandaids.unaids.org). The Coalition is a loose alliance of civil society groups, networks of women living with HIV, and United Nations agencies. It works at global and national levels to highlight the effects of AIDS on women and girls and to stimulate concrete and effective action to prevent the spread of HIV.

The SOPHIA Forum Network is the UK chapter of the UN Global Coalition on Women and AIDS. It is an initiative founded by former GCWA Leadership Council members Alice Welbourn and Lesley Bulman-Lever, and by Sara Tye, to reach out and engage with a new constituency of UK-based individuals and institutions, to address issues related to women and AIDS.

The focus of our work is:

- ⊙ Advocacy for long-lasting policy change: HIV prevention for women without HIV, and better access to care, treatment and support for women with HIV, both in the UK and internationally
- ⊙ Developing HIV awareness amongst organisations, women and other influential individuals, across many sectors in the UK
- ⊙ Promoting inclusion and access to rights for women living with HIV throughout the world

SOPHIA organises awareness-raising events, lobbies decision-makers, and provides an open forum for anyone concerned about how HIV affects women and girls.

Main purpose of the job:

This job is envisaged as a one-year rolling internship opportunity for younger and/or less experienced women to learn about the development and day-to-day management of a new movement for social change. The Assistant Coordinator will be supervised, mentored and supported by the Salamander Trust Research Officer (who has been managing the work to date), a staff member from Positively Women and/or Refugee organisation (as appropriate) and will be employed by the Sophia Forum.

The role of the Assistant Coordinator is to support members of the Sophia Team in organising events and other day-to-day activities.

Key responsibilities of the job:

**Administration**

- Database management
- Follow-up of the registration process
- Mailing of information, news and updates
- Formatting and coordination of the monthly newsletter together with other team members
- Attending Steering Committee meetings and minutes taking
- Day-to-day queries

**Event preparation and organisation**

- Point of contact during event organisation
- Contacting existing database members
- Identification of and follow-up with potential attendees
- Sending out invitations by email and letter if appropriate
- Follow-up of replies and registration
- Preparation of information packs
- Liaising with partner organisations
- Post event follow-up

**Financial/Commercial**

- Recording of petty-cash movements
- Receipt of incoming donations
- Recording of receipts and expenses
- Identification of corporate foundations and relevant individuals for potential donations
- Scanning, photocopying forms

All tasks will be done in close partnership with the Research Officer and the Steering Committee of Sophia. Additional tasks may arise in the process of the job.

Experience and personal qualifications

Essential	Desirable
<ul style="list-style-type: none"> <li>✓ Attention to detail</li> <li>✓ Good organisational skill</li> <li>✓ Good inter-personal skills</li> <li>✓ Fluent written &amp; spoken English</li> <li>✓ GCSE equivalent level of Maths</li> <li>✓ IT literate</li> <li>✓ Knowledge of HIV-related issues in relation to women</li> </ul>	<ul style="list-style-type: none"> <li>✓ Previous experience in a finance department or in events organisation</li> </ul>

Applications from HIV-positive women are particularly encouraged. Applications from refugees, asylum seekers and recently graduated young women will be prioritised.

Terms and conditions:

**Expenses:** Travel and lunch allowance

**Hours:** 21 hours per week. Normal office hours are Monday to Friday 9.00 to 5.00pm with one hour for lunch. We apply a flexi-time policy with core working hours being between 10am and 4pm. This post might require some weekend and evening work for which time off in lieu may be taken

**Location** The post will be based in London at Positively Women (Angel)

**Please send a CV and cover letter by 6<sup>th</sup> June 09 to:**

[applications@sophiaforum.net](mailto:applications@sophiaforum.net)

*The post is to start as soon as possible*