

STREETNET JOB DESCRIPTION

ORGANISER

Purpose of job:

To perform all the international level organisational tasks of the organisation (StreetNet), to assist the International Coordinator to co-ordinate StreetNet internationally to make it a tangible force on the ground, capable of representing and furthering the interests of street vendors, with particular emphasis on women, youth and low-income vendors throughout the world.

Tasks and responsibilities:

(S)he shall undertake whichever of the following co-ordinating responsibilities and perform whichever of the following tasks (s)he is allocated in consultation with the International Coordinator and the other staff:

1. Co-ordination of StreetNet internationally, by:

- doing exploratory work in order to recruit new member organisations;
- providing technical assistance in the co-ordination of organisational efforts into national networks;
- arranging regional and international conferences, meetings or workshops to consolidate StreetNet's work from time to time;
- gathering information about street vendor organisations all over the world;
- working with national networks of street vendors organisations to build up and strengthen StreetNet internationally;
- co-ordinating the participation of member organisations in the activities of StreetNet.

2. Co-ordination of StreetNet regionally, by:

- working with regional networks of street vendors organisations to build up and strengthen StreetNet internationally;
- working in close cooperation with the Regional Focal Point (RFP) organisations of StreetNet;
- assisting the RFP organisations with advice and recommendations as needed;

- monitoring the activity of the RFP organisations in accordance with their Terms of Reference.
- 3. Lobbying and advocacy work on behalf of StreetNet, by:**
- making submissions and policy recommendations to international agencies, national governments or any other relevant institution, with the aim of promoting the recognition, protection or furthering the interests of street vendors, with special regard to women street vendors and the youth working in the sector;
 - lobbying the trade union movement on matters affecting all street vendors, with special regard to women and the youth working in the sector, with a view to building alliances between StreetNet and the formal sector trade union movement;
 - networking with all organisations with whom StreetNet could form effective alliances;
 - participating in, or negotiating with, national and international structures that have the potential to impact on the policies and regulations that affect the lives of all street vendors, with special regard to women and youth;
 - supporting the lobbying and advocacy work done at regional or national level by street vendors' organisations or national alliances.
- 4. Ensuring relevant research to be done and publicised, by:**
- developing and encouraging participatory research methodologies to involve informal market vendors, street vendors and hawkers, particularly women and youth, in the process of researching their work and the issues which affect them;
 - writing about StreetNet for publication in the media and in journals.
- 5. Building links and solidarity between street vendors, by:**
- making and maintaining relationships with relevant organisations internationally;
 - participating in international campaigns and movements that support the rights of informal market vendors, street vendors and hawkers, particularly women and youth;
 - facilitating grassroots links between members of street vendors' organisations, particularly women, in different countries and in different regions;

- assisting StreetNet affiliates to establish and sustain strong regional structures through the regional focal point organisations.

6. Building links and solidarity between street vendors and other sectors of the informal economy, by:

- collecting information about organisations of workers in other sectors of the informal economy obtained in the course of street vendors' organisational activities, for the WIEGO Organisation & Representation Programme.

Joint tasks:

7. (S)he shall undertake the following tasks in close co-ordination with the International Coordinator:

Fundraising on behalf of StreetNet, by:

- approaching donors and potential donors for financial assistance;
- following up contacts with donors who have been approached;
- preparing proposals for fundraising;
- providing appropriate follow-up on funding in terms of reports, correspondence and information;

8. (S)he shall undertake the following tasks in close co-ordination with the Publicity/Media Officer of StreetNet:

8.1 Developing and maintaining a good relationship between StreetNet and the public and media, by:

- keeping the public informed about StreetNet, and promoting a favourable image of StreetNet's work, aims and objectives;
- issuing media statements and procuring media coverage to publicise StreetNet and its work;

8.2 Collecting or commissioning the collection of information about market vendors, street vendors and hawkers, and keeping records of this.

Accountability:

The Organiser is accountable to the International Coordinator on a day-to-day basis, and to all member organisations of StreetNet and to the StreetNet International Council and International Congress. The International Coordinator should train her/him in her work, and monitor her/his work and performance. The Organiser is also directly accountable for safeguarding that the aims, objectives and principles of StreetNet are adhered to by member organisations at all levels at all times.

The Organiser is not an elected representative of StreetNet. However, (s)he may be mandated to represent the organisation for any particular purpose on any occasion on the instruction of the International Council or Executive Committee of StreetNet.

Authority:

The Organiser does not have direct authority over any other StreetNet employees, but when there is a need, (s)he should be liaising with the StreetNet International Council and Executive Committee to ensure that administrative and financial standards are met, and procedures followed. If (s)he is concerned about the finances and/or administration in any part of StreetNet, (s)he should report this to the International Coordinator.

Working conditions (*part time*)

Working conditions are governed by the "*Conditions of Service: StreetNet International*" in terms of which this is a 25-hour week part-time position. Hours worked are required to be recorded on the StreetNet International Time-Sheet to facilitate the monitoring of work done. A flexitime arrangement can be negotiated subject to the needs of the Administration department and to the person making herself/himself available outside of working hours when necessary according to StreetNet International procedures.