



Program Lead - All In Position Description

About All In: Global Leaders for Ending Gender-Based Violence

Gender-based violence (GBV) continues to affect one in three women and girls worldwide, with devastating human, social, and economic consequences. In every region, multiple intersecting crises including conflict, climate change, displacement, economic inequality, and rising authoritarianism, are compounding risk and eroding progress toward equality.

Despite decades of advocacy and evidence, the scale of investment, political will, and accountability for action still falls far short of what is needed.

All In: Global Leaders for Ending Gender-Based Violence exists to change that.

All In brings together influential leaders (the ‘Panel’) from governments, multilateral organisations, philanthropy, and the private sector to mobilise sustained leadership, funding, and collaboration for the prevention of GBV. Grounded in feminist principles and informed by lived experience, All In is committed to demonstrating that violence against women and girls is solvable and that prevention must be at the centre of global efforts for equality, justice, and sustainable development.

Our Purpose

All In aims to:

- Catalyse global leadership and investment to scale evidence-based strategies that prevent gender-based violence.
- Build recognition and understanding of the importance of prevention, and amplify the growing evidence of what works.
- Shift narratives and norms to reinforce that ending GBV is possible and that everyone has a role to play in achieving it.

All In is non-partisan and does not engage in political lobbying. Its work focuses on influence, evidence, and collaboration to drive lasting change.

The Role of Equality Institute

Equality Institute (EQI) serves as the Secretariat for All In, holding programmatic and fiscal responsibility for the initiative and the Panel.

EQI’s role involves:

Strategy and relationships

- Lead the development and implementation of All In’s strategy and workplan.
- Provide policy, communications, and logistical support to Panel Members and Special Advisors.

- Coordinate all operational aspects — meetings, events, communications, advocacy, and stakeholder engagement.

Technical expertise and knowledge

- Commission and oversee flagship reports, white papers, and other key publications and communications products.
- Ensure all work is grounded in robust evidence, guided by feminist principles, and informed by lived experience

Operations and logistics

- Manage budgets, resources, and fundraising to ensure the initiative’s sustainability and impact.
- Act as the primary liaison between Panel Members, the Expert Advisory Group, and external partners.
- Track and report on progress and alignment with strategic objectives, ensuring All In complements and amplifies existing efforts across the global GBV ecosystem.

This role plays a pivotal part in bringing All In to life, helping build the systems, relationships, and momentum needed to end gender-based violence globally.

About the Program Lead – All In Role

Role Summary

The Program Lead - All In provides strategic, operational, and executive coordination support to enable the effective delivery and impact of the initiative.

Reporting to the Strategic Director – All In Secretariat, this role ensures the smooth day-to-day operations of the Secretariat by managing meetings, systems, documentation, and workflows that support governance, project delivery, and reporting. The Program Lead works closely with the Communications Lead, EQI’s Operations and Finance teams, and external partners to coordinate activities, monitor progress, and ensure alignment with organisational systems and policies.

The Program Lead plays a key enabling role in maintaining the strategic and operational backbone of the Secretariat, ensuring systems, processes, and relationships function efficiently to support All In’s and advance EQI’s mission to end VAWG.

Specifics

Reports to	Strategic Director - All In Secretariat
Team	All In: Global Leaders for Ending Gender-Based Violence
Location	Flexible/remote - international travel required
FTE	Full time (1.0) 2 year fixed-term position, with flexible working arrangements available.
Direct reports	N/A

Role Responsibilities

Strategy and operations

- Coordinate the strategic and operational activities of All In to ensure smooth day-to-day functioning, including Panel and Expert Advisory Group meetings, stakeholder meetings, events and partnerships.
- Develop and maintain effective systems for information management, scheduling, documentation, and version control in collaboration with EQI's Operations and Systems Technician.
- Support governance processes, including the preparation of meeting papers, action tracking, and follow-up across internal functions.
- Provide senior level support in the planning, coordination and delivery of strategically aligned events that advance All In's purpose and mission.

Project Coordination

- Support the planning, coordination, and delivery of All In's projects, events, and activities in line with agreed timelines and deliverables and direction from the Strategic Director and/or Communications Lead.
- Monitor work plans and progress against objectives, flagging risks, delays, and emerging issues to the Executive Director.
- Coordinate inputs across Secretariat members, Panel and Expert Advisory Group members, consultants, and partners to ensure outputs are delivered to a high standard.
- Support procurement, contracting, and compliance processes as required.
- Maintain project records, databases, and knowledge management systems to support effective decision-making and reporting.

Stakeholder Engagement

- Support effective communication and coordination between the Secretariat, Panel members, and key partners.
- Manage meeting logistics, correspondence, and documentation for high-level stakeholder engagements.
- Liaise closely with EQI's Senior Management Accountant to ensure accurate financial reporting, budgeting, and expenditure tracking for All In activities.
- Provide logistical and administrative support for workshops, consultations, and global events, ensuring accessibility and professionalism in collaboration with the Communications Lead.
- Maintain up-to-date stakeholder contact lists and engagement records.
- Represent the Secretariat with professionalism and respect, embodying EQI's feminist and inclusive values in all interactions.
- Liaise with EQI's Operations, and Communications teams to ensure alignment with organisational policies, systems, and reporting frameworks.

Monitoring, Evaluation and Learning

- Support the implementation of monitoring and evaluation (MEL) frameworks, including data collection, progress tracking, and reporting.
- Assist in compiling information for donor and internal reports, ensuring accuracy, timeliness, and alignment with strategic objectives.

- Document lessons learned, outcomes, and reflections to inform continuous improvement and adaptive management.
- Contribute to knowledge-sharing activities and the development of learning resources across the Secretariat.

Executive & Strategic Support

- Lead financial oversight activities, including monitoring budgets, managing invoices and expenses, and supporting funder reporting to ensure compliance and strategic resource management.
- Provide senior executive support to the Strategic Director, including managing complex calendars, coordinating high-level meetings and travel, and preparing briefings and strategic materials to inform decision-making.
- Draft professional correspondence, reports, and background documents that advance organisational priorities and strategic initiatives.
- Oversee information and records management systems, ensuring efficient access to critical organisational knowledge.
- Champion a collaborative, inclusive, and high-performing team culture in line with EQI's feminist leadership principles.

Who we are

Equality Institute (EQI) is a global feminist agency working to end violence against women and girls. We are values-driven and underpinned by feminist principles in the ways we work and how we conduct ourselves. We actively apply an understanding of intersectionality in our work and are committed to having diversity reflected in our workplace.

Who we are

Our values

- 1 Strive for Equality
- 2 Stay Curious
- 3 Be Courageous
- 4 Find the joy

These values are not merely slogans but are imbedded into the structure of our organisation, and manifest in the approach we take, work we do, and systems we build.

We approach everything with an intersectional feminist lens. While violence affects women and girls across the world, different layers of people's identities—such as their socio-economic status, indigeneity, ethnicity, ability, sexual orientation, gender identity, HIV status, minority status, age, and so on—impact the ways in which they are discriminated against and the types of violence perpetrated against them. Thus, our work aims to address not just gender inequality but all forms of inequality and systems of oppression in an interconnected way.

We ask questions instead of making assumptions and take an evidence-based approach to create effective change. We recognise vulnerability as a strength and dare to be different. We actively find the joy and share it, and we create systems that enable and support self and collective care.

These are just some of the ways in which our values manifest in the work we do.

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