



WFD

WORK FOR DEMOCRACY

WHY WORK WITH US?

We're so pleased that you're interested in a role at Westminster Foundation for Democracy. This candidate information pack will help you build a picture of what it's like to work in our team, helping to build a world where freedom and democracy thrive, and where inclusive and accountable governments serve people fairly and effectively.

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DEMOCRACIES
START
WITH YOU**

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STRONGER DEMOCRACIES START WITH YOU

Our global workforce supports transformational change in governance worldwide.

Through our programmes, we reduce corruption, tackle climate change, improve electoral integrity, and help more people contribute to decision-making.

If you share our passion for supporting democracies to evolve, become stronger and make lives better, we would love to welcome you to our team.



EXAMPLES OF OUR IMPACT



RECOVERING UKRAINE DEMOCRATICALLY

WFD's engagement with Ukraine began in 1992. Our current programme is helping to ensure Ukraine's democratic institutions can respond to the needs and expectations of its citizens during war and reconstruction.

EDUCATION POLICY REFORM IN UGANDA

Inclusion champions, convened and supported by WFD, tabled a motion in the Parliament of Uganda urging the government to address high education fees so that teenage mothers and people with disabilities can better afford education. The motion attracted rare cross-party support and was successfully passed.

Explore other highlights at
www.wfd.org/where-we-work#map-highlights



CLIMATE ACTION IN INDONESIA

WFD is supporting Indonesia's Parliament as it takes more ambitious climate action. This led to the inclusion of a Climate Change Bill in the national legislative agenda for the first time in 2023. Following the 2024 election, WFD's support secured the Bill's transition into the new administration's priority legislative agenda.

PARTNERSHIPS TO END VIOLENCE AGAINST WOMEN IN ARAB COUNTRIES

WFD worked in partnership with women MPs to establish the Coalition of Women MPs from Arab Countries to Combat Violence Against Women to advance protections for women and girls and promote gender equality. WFD further supported the Coalition to draft the first regional Arab Convention to Combat Violence Against Women and Girls, similar to the Council of Europe's Istanbul Convention. A Declaration drawing from this was adopted by the League of Arab States in March 2022.

A message from our CEO



30+

nationalities
in our
workforce

Women hold

60+%

of senior roles

95%

of staff say
WFD makes
**a positive
difference**

One of my favourite parts of my job

is being able to welcome each new member of staff to our team. At our regular all-staff gatherings, held online to bring together colleagues in 25+ countries, new joiners get to see why WFD is such an inspiring place to work and how we want to support every person to develop and thrive – and I'd like to send the exact same message to you today.

I genuinely believe WFD's mission

is more important than ever. Democracy is facing many threats – disconnection from political processes, inequality, technology being used to drive polarisation, the list goes on...

But through our work I have

seen how democracies can be strengthened and how lives can change. That's the kind of much-needed progress you can be part of at WFD.

And as for what kind of place

this is to work? Hopefully this pack will give you a good sense of that, but what I hope is that everyone here truly feels part of a global, dynamic and highly effective team.

WFD brings people together

from across the world, so it's a melting pot of experiences and ideas. We welcome, support and encourage each other, and we mean it when we say your wellbeing comes first. We want everyone to be happy and motivated here, because everyone works better when they feel at their best and have a strong sense of belonging.

So I very much hope you'll think

WFD is the place for you and I wish you the best of luck if you do choose to apply for a role. Hopefully before long I will be able to welcome you to our organisation in person.

Anthony Smith

WE ARE A DIVERSE, GLOBAL ORGANISATION

WFD has staff around the world and in the UK, and our in-country teams lead our work with their local knowledge and wide-ranging expertise.

We work in countries and territories across Africa, the Middle East, Asia and the Pacific, the Americas, and Europe and Central Asia.



Explore our locations and programmes
www.wfd.org/where-we-work

HOW WE OPERATE



We bring together experts in programme design and delivery, monitoring, learning and evaluation, research, finance, operations and communications, along with specialists in gender and inclusion, parliaments, accountability, elections and more. Our team includes people at every stage of their careers, all united by a shared goal.

"WFD is somewhere where the work you do has a strong impact on people's lives. It's somewhere where you're free to speak your mind. Somewhere where you can share your thoughts and find expertise across the organization to help you build programmes and new ways of working to do what inspires you."

WFD team member



WE ONLY SUCCEED WHEN YOU CAN

Our programmes are our people. Everything we do depends on our teams being able to thrive, so we pride ourselves on our supportive environment, and on encouraging you to learn and grow.

SUPPORTING YOUR WORK-LIFE BALANCE

Everyone works best when work commitments fit alongside everything else that matters in life. So we offer a range of flexible working options for many roles, and most roles at WFD are also suitable for job sharing. This is made clear in each job profile.

AN INCLUSIVE PLACE TO EXCEL

We embrace diversity and encourage applications from underrepresented groups, including ethnic minorities, people with a disability and people with gender diverse identities. We also recognise that people with protected characteristics often face challenges in the job market, and we are committed to being an inclusive employer and ensuring everyone has an equal opportunity to work at WFD.

"I think the best part about working for WFD is the people and the chance to work with brilliant, amazing colleagues and very supportive teams. And it's great to know that WFD not only works on supporting democracy, but also that it is an organisation that values innovation, learning and inclusion."

WFD team member





BENEFITS

Our comprehensive benefits package is designed to support your wellbeing and help your career grow. This is what you can expect.

In all locations

- **Employee Assistance Programme**, including access to confidential counselling support
- **Flexible and agile working options**
- **Four wellbeing days** each year, on top of your annual leave
- **Generous annual leave allowance** (in addition to public holidays)
- **Internal mentoring programme**, so you can benefit from the knowledge and experience of WFD colleagues
- **Multiple additional leave options**, including enhanced sick leave, enhanced parental leave, study leave and special leave
- **Performance related pay**, to recognise your individual performance and delivery
- **Remote working support**, to make sure staff have what they need to work away from our offices

Variable benefits

(depending on location)

- **Childcare vouchers***
- **Cycle to work scheme***
- **Eye test and spectacles vouchers***
- **Medical insurance benefit****
- **Pension scheme**
- **Retailer discounts***
- **Season ticket loan scheme***
- **Sports club membership***

*UK only ** Non-UK only



We are accredited by UK Best Companies. As part of this process, we gather anonymous feedback from colleagues across WFD and use the insights we gain to make a positive difference. It's an important way for us to understand how people are feeling, drive meaningful change and celebrate excellence at work.

OUR LEARNING AND DEVELOPMENT OFFER

As we face new challenges and opportunities, our work moves in new directions – and we want our team to feel confident moving in new directions too. So we support your learning and development with a range of opportunities.



- **Learning and development grants**, to enable your continuous professional development and help you thrive in your role
- **Our management development programme**, which supports all managers at WFD to develop core skills in emotional intelligence, performance management, coaching, delegation, building teams and managing difficult conversations
- **Our annual Learning and Knowledge Exchange Week**, which gives you access to a week-long programme of tailored online learning
- **Our internal learning agenda**, which includes a whole range of ongoing professional, programmatic and thematic learning opportunities
- **Support with professional qualifications**, which include financial contributions and study leave packages



WE ARE DETERMINED TO STRENGTHEN DEMOCRACY

As threats to freedom grow, we are more committed than ever to our mission to strengthen democracy worldwide – because we know stronger democracies deliver security, prosperity and possibility for their citizens and are better placed to tackle global challenges from climate change to corruption. If you feel the same way, you are in the right place.

OUR MISSION, VISION AND VALUES

Vision

WFD's vision is of a world in which freedom and democracy thrive, and where inclusive and accountable governments serve people fairly and effectively.

Mission

WFD's mission is to mobilise British and international expertise to support people around the world to strengthen democracy in their country. We help them address problems their citizens face while building long-term democratic resilience.

Values

We will always reflect WFD's values of accountability and integrity, excellence, people-focus and being mission-oriented.

We believe in open, inclusive, representative, accountable, responsive, multi-party political systems.



OUR APPROACH TO OUR PROGRAMMES

Problem driven

WFD's programmes are based in political economy analysis, which analyses context-specific factors and identifies opportunities for transformative change and longer-term stability. This provides a solid basis for our theories of change.

Politically informed

WFD's work takes into account the dynamics of policy, practice and power and how these influence problem solving. This helps us manage risks better and ensures we are working with the right entry points for reform.

Purposefully adaptive

We adapt our programming in line with what our analysis is telling us, adjusting our theory of change and our activities to fit. This is more than being flexible – it's being purposefully adaptive.

Locally led

WFD recognises that transformative change, particularly in fragile and conflict-affected situations, is achieved through incremental and pragmatic steps that are owned, driven and sustained by local institutions and actors. Our staff outside the UK are local to the places we work.

Transformative

WFD's programmes facilitate positive change that lasts. This requires consideration of power relations – gendered, social, political and economic dynamics, and the connectors and dividers that underpin or undermine security and stability.



OUR RECRUITMENT PROCESS



Wherever you are, it is straightforward to apply for vacancies at WFD.

- **Before applying**, refer to the Person Specification section of the job description, which sets out what we are looking for and how we will assess your application. Align your skills and experience with the job description.
- **Your Cover Letter** should tell us more about you and make a strong case for the position for which you are applying.
- **Apply online** with your CV and covering letter through our application PeopleHR system. We also welcome applications in alternative formats, please contact our People Team at recruitment@wfd.org to discuss.
- **If you are shortlisted**, we will ask you to join us for a panel interview, either online or in person. This might include a short presentation or task, and we will work with you to find a time that suits.
- **We often follow this with a second interview**, to get to know you better and give you a chance to meet our team.

DISABILITY CONFIDENT

Disability Confident is a UK Government initiative encouraging employers to think differently about disability and take action to improve how they recruit, retain, and develop disabled people.

As a Disability Confident employer in the UK, WFD is committed to equal opportunities for candidates with disabilities. This includes a guaranteed interview policy for candidates who meet the minimum criteria for the role, and reasonable adjustments to remove potential disadvantages and barriers for candidates. We also support our colleagues by making reasonable adjustments throughout their employment with WFD.



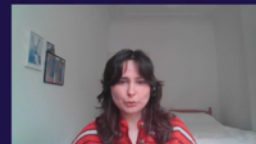
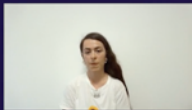
MEET THE DEMOCRACY PEOPLE

We hope we have covered everything,
but our People team is here to help
if you have any other questions.

We hope to hear from you soon.

Email: recruitment@wfd.org

[Watch our film](#) to hear more
about what it is like working for WFD



WHAT WILL YOU WORK FOR TODAY?

