



CONTRACTOR PROJECT DESCRIPTION

Office Coordinator - Asia for Animals Coalition

1. PROJECT DETAIL

Contractor job title: Office Coordinator - Asia for Animals Coalition

Contracted by: Asia for Animals Coalition

Location: Working remotely

Hours: 4 days per week

Remuneration: USD *<as per contract>*

Duration of Position: *<as per contract>*

Direct report: Lauren Arnaud James - Head of Coalition Network - Asia for Animals Coalition

Description: The Office Coordinator of the Asia for Animals Coalition (AfA) will work closely with the core team of AfA.

The AfA Coalition Network was formed to bridge the gap between the famous biennial AfA conferences and prides itself on being a centralized hub of information for animal protection issues across Asia. The AfA Network, the largest network of animal advocacy and protection organizations in the world, is an open and collaborative network for any NGO working in the region. This person will offer administrative and operational support to the core team, allowing the AfA Network and the Coalition to continue its mission to support organizations in any capacity possible, and help members access and share resources and information.

The successful applicant will be responsible for supporting all AfA core functions and operational responsibilities, such as ensuring AfA functions effectively and efficiently, ensuring policies and procedures are adhered to by the full AfA team, managing AfA's database and other systems (website, Google Suite, etc), and that any public materials reflect AfA accordingly.

This role requires someone who is conscientious about detail, double-checks information and takes pride in perfecting systems. We are seeking someone who is confident and can think through systems thoroughly and support the team in using them.



2. PRIMARY OBJECTIVES

- Ensure that internal and external systems are time-efficient and utilized correctly
- To serve as a central information point for organizations across Asia regarding animal-related issues in the region, and act as a reference point for resources where required
- Facilitate collaboration, knowledge-sharing and strategy-sharing between AfA Network members, Working Group members, other animal protection organizations and other relevant organizations
- Responding to or appropriately redirecting general AfA public enquiries and enquiries from our network
- Oversee and delegate tasks to Working Group coordinators and other AfA coordinators where appropriate
- Assist with online and in-person events working with the AfA events and communication coordinator
- Develop and share sound knowledge of animal-related issues across Asia including knowledge of any existing networks and events or Working Groups
- Lead staff on-boarding and ongoing training
- Support all operations and management of the Asia for Animals Coalition
- Ensuring AfA's policies and protocols are in date and adhered
- Development and creation of fruitful, ongoing partnerships with key players in the animal protection movement
- Ongoing development and implementation of the AfA network-specific strategy
- Assist with public awareness and engagement about Working Group topics
- Represent the Asia for Animals (AfA) Coalition globally
- Ensuring the AfA Coalition is accurately and appropriately represented at external events with any outward comms
- To seek and promote available resources relating to animal-related issues

3. KEY RESPONSIBILITIES

- Maintain AfA's internal network database alongside other AfA team members
- Manage central site for coalition documents alongside other coordinators
- Approve appeals proposed by the AfA coordinators
- Oversee the entire appeal process and act as central coordinator



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- Promote AfA's Slack workspace, and ensure that its public channels are monitored and active
 - Oversee in the maintenance of the Working Group websites and the AfA website
 - Assist with the delivery of public awareness content via the website, social media, including the creation of images, videos and other content in collaboration with the AfA Communications Coordinator
 - Support Working Group activities such as report design/event promo
 - Streamlining WG communications and work across the Coalition (e.g. ensuring no duplication/overlap/overwhelm e.g 6 different emails to members on a single day)
 - Promote and advocate AfA to the public, alongside other members of the AfA Coalition
 - Liaise with the other regional networks in Latin America, North America, Africa and Europe and collaborate where appropriate
 - Main point of contact for arising issues which are popular in the media to centralize the comms and deter the spread of misinformation
 - Support member organizations' campaigns as and where appropriate
 - Attend (other) Working Group meetings as required
 - Conduct research
 - Collaborate with AfA's fundraising team to identify funding opportunities
 - Oversee efficiency, compliance and quality assurance
 - Management of operational services with system/operations (AT, website etc)
 - Ensure streamlined communication over all external platforms
 - Ensure that AfA's working environment and activities, both internal and external, are carried out sensitively and culturally appropriately
 - Ensure AfA complies with all national and local regulations
 - Assist in the creation and design of Working Group reports and other materials
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4. PERSON SPECIFICATION

Category	Essential (E) / Desirable (D)
Qualification/ Education/ Knowledge	• (D) Degree in relevant subject or experience of working in animal advocacy • (D) Knowledge of animal advocacy and welfare issues • (D) Knowledge and experience in Monitoring, Evaluation, and Learning (MEL)



Experience	• (E) Excellent project management skills including databases and google suite • (D) Demonstrable leadership skills • (D) Experience of working with animal protection organizations
Abilities/ Skills	• (E) Ability to work in partnership with key stakeholders and sustain strategic partnerships • (E) Analytical but practical thinker • (E) Can work calmly under pressure to work to completion of a task, mitigate any issues and handle any issues effectively • (E) Excellent oral and written English language • (E) Flexible working hours to accommodate events when necessary • (E) Good communication skills, and attention to detail • (E) Good interpersonal skills • (E) Proficiency with computer, social media and web-based applications including basic graphic design • (E) Self-motivated and independent with ability to work under difficult conditions • (E) Ability to communicate collaboratively with contacts across various regions in Asia • (D) Ability to engage, lead, motivate and develop team members and volunteers • (E) Ability to plan and think strategically - experience of turning strategy into operational plans and effective action • (D) Commitment to continuing development of self and team members
Circumstances	• (D) Ability to travel (when necessary) • (E) Based in Asia