



JOB DESCRIPTION

AfA Capacity in Animal Protection (CAPC) coordinator

1. JOB DETAIL

Job title: Capacity in Animal Protection (CAPC) coordinator

Employer: This post is a freelance contract paid for project work via the Asia for Animals Coalition

Location: Asia (home-based) **location can be discussed*

Hours: 5 days per week

Salary: USD \$14,157.00 annual gross salary for 5 days a week. ** please note that this is a breakdown of \$1,089.00 per month for 13 months.*

Duration of Position: Until December 31, 2024 **with potential to extend dependent on funding*

Direct report: Farm Animal Coalition Lead Coordinator

Description: The AfA Capacity in Animal Protection Coordinator is responsible for identifying, developing and promoting skills and information that are beneficial for the protection of farmed animals across Asia through a coalition of individuals and organizations.

Primary objectives:

1. Capacity and skill sharing for Farm Animal work across AfA
2. Coordinating the activities of the Asia for Animals coalition

Key responsibilities:

AfA coalition coordination, Capacity in Animal Protection:

- Build a framework which identifies ways in which the Asia for Animals Coalition can provide support to the movement for farmed animals in Asia with a focus on capacity and skill sharing.
- Actively seek to promote said framework to AfA's network of NGOs whilst also providing a bespoke one-to-one support service alongside it.
- Seek and promote available resources (such as granting application, project management, and strategy advice) to support the movement for farmed animals in Asia, particularly to uplift the work of grassroots groups.
- Take a central role in the organisation of collaborative events that help boost the efficiency of farmed animal groups at AfA
- Create, maintain and encourage new partnerships in the capacity and skill sharing space which help organizations currently working in farmed animal protection in Asia

- Create, maintain and develop a database of the movement to include: actors, strategies, challenge areas, opportunities, contacts etc., focusing on capacity and skills, which can be helpful to farmed animals by AfA acting as a knowledge base & central point in information sharing
- Create and develop a coalition (collaboration) with capacity builders, education and training individuals and groups, to help animal advocates.

AfA coalition coordination, general:

- Act as point of contact for coalition members, supporting organisations and supporters
- Manage coalition databases
- Provide logistical support to the AfA conference organisers
- Manage central site for coalition documents
- Update all coalition members (and supporting orgs network) where necessary on work of the coalition
- Manage AfA website and updates including graphic design & web design

Animal welfare department programme support:

- Support FAC Coordinator to develop and maintain relationships with programme partners
- Support the department in maintaining collaborations with Animal protection NGOs
- Actively seek opportunities which could help promote AfA's existing work for the benefit of animals and humane education in Asia

Administration:

- Contribute activities to the weekly working report when requested;
- Provide program background and working progress under request from other colleagues

Inter-organisational relations:

- Support requests from other coordinators
- Ensure that inter-organisational and interpersonal relationships are positive, cohesive, and contribute to the overall mission of AfA and its members
- Develop and maintain effective working relationships regarding work procedures, employee relations and procurement related concerns
- Collaborate with AfA's fundraising team(Lead Coordinator) to identify opportunities to fund or promote AfA's values and programs for the benefit of the animal protection community in Asia

Continuous improvement:

- Contribute to the on-going review, development and implementation of changes to improve the productivity and efficiency of Asia for Animals Coalition
- Participate in staff training and performance and development appraisal process to assist in the achievement of AfA Coalition objectives and mission

Miscellaneous:

- Promote and advocate AfA to the public, alongside other members of the AfA Coalition
- Follow established AfA procedures and policies

2. PERSON SPECIFICATION

Category	Requirement	Essential (E)/ Desirable (D)
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Qualification/ Education/ Knowledge	<ul style="list-style-type: none"> ● Knowledge of animal welfare issues ● Degree in relevant subject or experience of working in animal welfare 	E E
Experience	<ul style="list-style-type: none"> ● Excellent project management skills ● Experience of working with animal protection organisations 	D D
Abilities/ Skills	<ul style="list-style-type: none"> ● Excellent oral and written English language ● Ability to work in partnership with key stakeholders and sustain strategic partnerships ● Ability to plan & think strategically - experience of turning strategy into operational plans and effective action ● Self-motivated and independent with ability to work under difficult conditions; ● Good communication skills, and attention to details ● Proficient skills of computer, social media and web-based applications 	E E D E D E
Circumstances	<ul style="list-style-type: none"> ● Ability to travel 	E