



JOB DESCRIPTION

AfA Farm Animal Coalition (FAC) coordinator

1. JOB DETAIL

Job title: Farm Animal Coalition 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 Farm Animal Coalition Coordinator is responsible for assisting the operation and development of the working group: building an united movement for the benefit of farmed animals across Asia

Primary objectives;

- Farm Animal work across AfA Coalition
- Support to the AfA Farm Animal Lead Coordinator and other Coalition Coordinators
- Provide administrative support to the AfA Coalition as a whole when required

Key responsibilities

AfA coalition assistant, Farmed Animals

- Assist with researching and promoting available resources (such as granting opportunities and strategy advice) to support the movement for farmed animals in Asia, particularly to uplift the work of grassroots groups.
- Assist with collaborative events for the benefit of farmed animals such as Asia Farm Animal Day, AfA conference, etc
- Maintain the AfA database of the movement to include: actors, strategies, challenge areas, opportunities, contacts etc. which can be helpful to farmed animals by AfA acting as a knowledge base & central point in information sharing
- Organise and facilitate regular meetings with FAC subgroups. Assist FAC Lead Coordinator and subgroup leaders with useful information & strategies to achieve the mission of subgroups.

- Assist with the establishment of country-specific working groups focussed on farm animal protection for each country in Asia, which can help with information & strategy sharing as well as identifying new ideas and strategies. Organise and facilitate regular meetings with each group. Record relevant outcomes in said movement database.
- Work with the AfA Coordinators to respond to requests from within the AfA network and membership to raise appeal letters pertaining to farm animal issues in Asia. Collaborate with lead organisation to draft such letters in line with AfA's usual style of writing, template etc. Circulate around the network and membership for sign-on and assist in sending to target recipients. Continue to follow up with addressees pending reply, etc.

AfA coalition coordination, general

- Assist the delivery of public awareness messages via social media platforms & AfA website news area.
- Manage coalition databases
- Manage central site for coalition documents
- Collate appeal letter sign ons (working with other AfA coordinators)
- Assist with the management of AfA website and updates including graphic design & web design.

Administration

- Contribute activities to the weekly working report when requested;

Inter-organizational relations

- Support requests from other coalition staff members
- Ensure that inter-organisational and interpersonal relationships are positive, cohesive, and contribute to the overall mission of Asia for Animals and other members of the AfA Coalition
- Maintain effective working relationships regarding work procedures, employee relations and procurement related concerns

Continuous improvement

- Contribute to the on-going review, development and implementation of changes to improve the productivity and efficiency of AfA 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 Asia for Animals to the public, alongside other members of the AfA Coalition
- Follow established Asia for Animals procedures and policies

2. PERSON SPECIFICATION

Category	Requirement	Essential (E)/ Desirable (D)
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 D

Experience	<ul style="list-style-type: none"> ● Excellent project management skills ● Experience of working with animal protection organisations 	<p>D</p> <p>D</p>
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 	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p>
Circumstances	<ul style="list-style-type: none"> ● Ability to travel 	<p>D</p>