



Job Description

Compassionate Choices Network Coordinator

Work Location: based in Asia, potential for some travel to meet organisations or for Forums/ Conferences etc.

Hours: 16-20 hours per week or full time (negotiable)

Contract Period: July to October 2022 with opportunity extending to a rolling contract.

Starting: As soon as possible

ACTAsia is registered as a non-profit organisation in the UK, the Netherlands, and Australia, with 501(c)3 status in the US and offices in China. ACTAsia has a Special Consultative Status with UN ECOSOC. ACTAsia's Mission is to educate children, consumers and professionals in Asian societies to help build a kinder and more sustainable world. We work to drive long term, sustainable change for animals, people, and the planet through a range of tailored education programmes across Asia. Our UN awarded education programmes work across three sectors of society: Children, Consumers and Professionals.

Purpose of the Job

The Compassionate Choices Network Coordinator role is a pivotal one for ACTAsia's consumer education programmes. It includes all aspects of our compassionate choices messaging and projects for Fur Free, drawing on organisations affiliated with ACTAsia across Asia who promote compassionate, sustainable and cruelty free choices to consumers.

Working as part of a wider ACTAsia team, the **Compassionate Choices Network Coordinator** will:

- Report to and be supervised by Direct Line Manager, International Director of Programmes, reporting on progress, concerns and successes through monthly and updates as required, including providing data and stories to the communications team.
- Work alongside the ACTAsia team in China and globally.

Main Duties and Responsibilities

- To build a robust network of like-minded organisations within Asia who believe in responsible consumption and consumer education. Target ten organisations per year. Key topics; Food (plant-based, Clothing (fur free and sustainable), Home/Living (Cruelty Free cosmetics) & Travel (and responsible tourism).
- Plan communications and content for webpage and social media.
- Host and lead on Slack forum for informal communication of organisations.
- Set up the technical aspects of the network online, including to provide content for webpages.
- Work to align reporting and data collection from members of the network.
- Engage and inspire One Health and joint Human Behaviour Change campaigns, coordinate and support joint campaigns including Plant Forward in September 2022.

- Produce content for network to share and support other organisations to produce content to share on their specialisms. Use and comply with ACTAsia brand guidelines. e.g., Guide to compassionate choices, toolkits etc.
- Project report writing and preparing presentation materials.
- To organise and host and support technically, consumer education related events such as webinars for the Network e.g., monthly webinars and annual forum, meetings where possible.
- Represent ACTAsia at other organisations' meetings, events: e.g., conferences; and speak to the media as directed on the Compassionate Choices Network.
- To prepare suitable project related content for the China and Global Communication Departments.
- To manage budget for the project and small grants budget and protocol.
- Working as part of a small team you may be required to perform other work-related duties within the scope and spirit of ACTAsia's activities in China.

Person Specification:

The person required for this role needs to have the following skills and abilities:

Essential:

- A Degree/Experience of and interest in related subject and keen interest in human behaviour change or humane education and making change.
- Excellent communicator and relationship builder.
- Excellent fluency in written and verbal English and one other Asian language.
- Excellent organisational skills, practically applied to project work and personal workload.
- Excellent IT skills and experience of working with relevant applications and software.
- Confident to work independently self-motivated, also as part of a team where your communication skills and desire to support and role model are strong.
- Willing to take initiative and responsibility for given tasks.
- Excellent presentation skills.
- Excellent attention to detail and accuracy.
- Ability to work independently and under pressure to meet task deadlines.
- Sensitive and understanding and tolerant to cultural traditions and practices.
- Flexible with regard to working hours (i.e. time differences) and willing to address any urgent matters outside of office hours.
- The ability to communicate well within an international team, using initiative to anticipate information requests or coordinate information with the team.

Desirable:

- Educated to Degree/Masters level in related field.
- Self-motivated, flexible, results-driven, and excellent at planning and managing a variety of activities.
- Proactive in own personal and professional development.

Please send your application to **admin@actasia.org**