



Job Description

Lead Fur Industry Researcher

ACTAsia's Mission is to educate children, consumers and professionals in Asian societies to help build a kinder and more sustainable world.

Position Summary

This role is a pivotal one for ACTAsia's education programmes. It includes all aspects of our compassionate choices messaging and projects for Fur Free. The role is as Lead Fur Researcher, this covers all aspects of the fur industry and trade in China and globally.

The role is remote and runs from July 2022 to March 2023, first update to be handed over on 31st December 2022 and final in collaboration with the Editor by 31 March 2023. The role is for 2.5 days a week throughout. Please see Industry brief for more details.

Reporting to International Programmes Director.

Main Duties & Responsibilities

Overall Responsibilities:

Reporting on progress, concerns and successes through monthly team meetings and weekly 121 meetings with supervisor.

Producing a Fur Industry Update for 2022 based on 2021 and 2019 China Fur Trade Reports (see brief).

Responsibilities will include:

- Reading and understanding of the China Fur Trade 2019 report and 2020/2021 update published in 2022. Producing an update for 2022 using new data, updated data and new information from a wide range of sources including academic, anecdotal, legal and policy.
- Project research including planning and data collection in both Chinese and English articles and publications.

- Catalogue all references and use of dropbox folders, use of Zotero software for referencing and professional formatting of word documents (see Full Update Industry Report 2022 for example). This includes production of high resolution graphs and pictures for inclusion in the final copy.
- To monitor and analyse data from a variety of sources preparing an overview of facts for the final summary, including references and linking to data and findings from the previous reports mentioned above.
- Field investigations to fur markets in China, to verify desk research findings. To supplement the final summary with verification through examples of pricing, labelling, trends, disease prevention in place etc. Visits to Fur markets to be targeted and planned before September 2022 and to be carried out between October and November 2022.
- Prepare a final draft of the report in English which has all references in place, tables and figures updated and accurately labelled whilst maintaining dropbox. Hand over by agreed deadline, to the Editor. Support the Editor with details and additional information if required, liaise with the Editor to ensure the integrity of the report is maintained.
- Project report writing and preparing presentations to deliver to audiences in Chinese and English. Support to communications team on preparing key messages etc.

About the team

We are a welcoming and friendly team, as a small organization we are committed to promoting diversity and inclusivity, where everyone can thrive. We welcome applications from all individuals and ensure our recruitment processes treats everyone equally.

About ACTAsia

ACTAsia is a multifaceted charity with special consultative status within the UN's Economic and Social Council. We work to drive long term, sustainable change for animals, people and the environment through a range of education programmes. Our award-winning tailored education programmes for children, consumers and professionals drive positive and sustainable long-term change in Asian societies, helping people to understand and appreciate the importance of the inter-dependence of all living things. We do this because education helps increase awareness and understanding of the sentience and interconnectivity of all living things, something which can be lacking in parts of Asian society owing to a complex range of historical, political and socio-economic factors.

About you

This is a challenging but rewarding role, so the right person will have a logical and analytical approach to researching the topics and ability to present the industry landscape and scale of the trade in China and globally.

Are you an outstanding individual for our rewarding role as Lead Fur Researcher? Are you academically minded, dedicated to details, enjoy reading journal articles and following leads for information and getting to the truth of data? Are you able to present complex information in simple forms? If so, this opportunity maybe for you.

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

Postgraduate. Fluent in researching for and writing scientific reports and analysing data perhaps for academic journals or manuscripts.

Bilingual English and Chinese (spoken and written), excellent communicator.

Excellent organisational skills, practically applied to project work and personal workload.

Exceptional attention to detail and able to make complex information simple.

Able to verify and triangulate information to ensure cross referencing and evidence tracking, including to be able to use software such as Zotero or willing to learn and to be able to professionally format word documents (see Industry update 2021 for example).

Excellent IT skills and experience of working with relevant applications, online libraries and software, desirable photography and interviewing skills.

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.

Sensitive, understanding and tolerant to cultural traditions and practices.

How to apply

Please send your bilingual (English and Chinese CV) along with a cover letter stating your skills and experience and why you would be the best fit for this role (please use the roles and responsibilities as a guide explaining for each your previous experience and knowledge/understanding to bring to each point) to **admin@actasia.org**