



## **JOB DESCRIPTION**

### **EAST ASIA REGIONAL COORDINATOR**

The International Tibet Network is a global coalition of over 120 Tibet-related non-governmental organisations dedicated to campaigning to end human rights violations in Tibet and restoring rights to the Tibetan people.

The Network's purpose is to maximise the effectiveness of the worldwide Tibet movement by increasing the capacity of individual member organisations, developing coordinated strategic campaigns, and supporting increased cooperation among organisations, thereby strengthening the Tibet movement as a whole. We partner with other linked organisations to build strong, cross-movement strategies that work to make lasting change.

Our members are committed to non-violence as a fundamental principle of the Tibetan struggle. We regard Tibet as an occupied country and recognise the Tibetan Government in Exile as the sole legitimate government of the Tibetan people. Beyond these principles, the International Tibet Network respects the variety of views and opinions of its member organisations.

**Job Title:** East Asia Regional Coordinator

#### **1. Primary Purpose:**

To build a strong and effective network of Tibet (and related) campaign groups in Taiwan, Japan and across the region, and to monitor the regional political situation (particularly in Hong Kong and Taiwan). The coordinator will respond to the needs of groups and work to implement Tibet Network's strategic priorities including campaign coordination and capacity building among the organisations.

#### **2. Main Responsibilities:**

##### **Network Building and Communications:**

- Build and improve cross-regional communications with and between Tibet and Ally Groups in the East Asia Region by developing stronger relations and understanding.
- Gather and disseminate information on cross-regional Groups activities and work to encourage and support coordination in the region.
- Build membership in the region to grow the network of active groups.
- Ensure related Network websites represent regional needs and accurate information about East Asia Members.

## **Regional and International Meetings:**

- Plan, organise and promote specifically designed East Asia Regional Meetings including developing an agreed agenda, facilitating sessions, arranging key trainings and expert speakers.
- Co-organise Asia Regional Meetings in coordination with the South Asia Regional Coordinator. NOTE: If meetings are held in East Asia the Regional Coordinator will take more responsibility for on the ground organising.
- Plan, organise and promote specifically designed local Taiwanese (and other in-country) meetings between local groups.
- Be involved with the full Tibet Network Team to support the input and possible facilitation for International Meetings as appropriate.

## **Regional Steering Committee and Tibet Group Support:**

- Communicate with regional Steering Committee representatives to ensure they are aware of Network priorities and can contribute to building relationships in East Asia.
- Ensure Tibet Groups in the region understand the Network's aims and priorities and ensure Members' issues and concerns are communicated to the Secretariat staff.
- Assist the International Coordinator in securing annual payment of membership fees.

## **Campaign Assistance and Regional Coordination:**

- Promote Tibet Network agreed priority campaigns to East Asia Tibet Groups and support local development of linked campaign strategies that are politically and culturally appropriate for their country/region, but that clearly contribute to the overall objectives of the global priority campaigns.
- Actively assist Tibet Groups in the region to implement priority campaigns, through practical support, guidance and facilitation.
- Encourage groups in East Asia to join Campaign Working Groups where appropriate.
- Encourage inter-Tibet Group co-operation and coordination on priority campaigns through East Asia and by linking up to other Tibet Groups working on similar campaigns in other regions e.g Confucius Institute campaign can link to Students for a Free Tibet.

## **Translations:**

- Guided by the Latin America Regional Coordinator and Campaigns Coordinators agree what materials and resources need to be translated and into what languages.
- Provide translations, if able, or oversee a chosen translator in East Asia to undertake the work.
- Ensure request translations are produced timely and share records of all translated materials and resources including webpages, sample materials, petitions and other documents with the LARC.
- Help with the distribution of all campaign materials and resources, with particular

responsibility for translated resources.

### **Regional Training and Capacity Building:**

- Assess key training and capacity building needs of Tibet Groups in East Asia and work with the Executive Director and Membership and Development Coordinator to devise a programme of workshops and support.
- Ensure appropriate training is provided at meetings and Regional Meetings, according to the needs of East Asia Members.
- Provide support and advice and, where possible, practical help to Tibet Groups for the development of fundraising programmes and building a local donor base.
- Provide advice and support to appropriate individuals wishing to establish Tibet Groups in countries in the region where there are currently none.

### **General Policy Objectives:**

- Ensure that Network policy objectives set by the Steering Committee and Executive Director are communicated to and implemented in the East Asia region.
- Contribute to the development of Secretariat strategy and proposals for approval by the Steering Committee relating to all campaigns and new initiatives.
- Provide thorough written reports on East Asia programmes as requested.
- Oversee the management of specific budgets allocated for Regional Coordination in East Asia when requested.
- To act as a spokesperson for Tibet Network when requested by the Executive Director; this may include media work or giving public talks in the region to, with, or on behalf of Member organisations.
- To assist in the development of the Network's legitimacy and reputation and influence and foster good relations with the Tibetan Government in exile, funders and other organisations and groups, as well as members of the network.

## **SKILLS, QUALITIES AND EXPERIENCE**

### **ESSENTIAL:**

1. At least two years relevant experience working or volunteering for a civil society, or equivalent, organisation.
2. Experience of working with a diverse range of groups across various key projects and working collaboratively and in coordination with others.
3. Experience of working collaboratively in a team and understanding of the importance of efficient communications for the coordination and effective functioning of teams, and being able to work unsupervised as part of a remote team.
4. Proof of knowledge and understanding of complicated human and civil rights issues.
5. Fluent in written Chinese and English.

6. Excellent organisational skills with the capability of managing a diverse workload, to prioritise well and to adjust work focus when needed.
7. Proven interpersonal communication skills, including the ability to identify and cultivate a wide range of contacts and key relationships, and ability to motivate a wide range of groups and individuals.
8. Excellent verbal and written communication skills, including remotely/online.
9. Strong experience of working with digital and online tools and developing strong social media campaigns for example using Mailchimp and other online platforms.
10. Experience of establishing and maintaining solid recording systems and coordinating an efficient flow of communications and information.
11. Experience of managing conflicting demands, meeting deadlines and adjusting priorities for yourself and as part of a team.
12. Ability to use sound judgment and initiative, solve problems and provide constructive inputs.

**DESIRABLE:**

1. Good knowledge of the specific issues about Tibet along with a clear understanding of and commitment to human rights issues.
2. Experience of managing advocacy and/or grassroots campaigns.
3. Ability to deputise for the Executive Director if needed.

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**Job Title:** East Asia Regional Coordinator

**Post:** Part time (16 hours per week); Permanent Position

**Salary:** 10,000 NT\$ per month based on 16 hours a week (negotiable to be paid in US\$)

**Responsible to:** Executive Director

**Deadline to apply is 9 am Monday 20 September.** We wish to fill this position as soon as possible and applications will be reviewed on a rolling basis. Tibet Network reserves the right to close this advert before the confirmed closing date when we are in receipt of sufficient application.

Should you wish to apply for this post you are advised to submit your application as soon as possible.

