



JOB DESCRIPTION

OPERATIONS AND RESOURCES 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: Operations and Resources Coordinator

Duration of Contract: Permanent position after six-month probation period and appraisal.

Salary: Up to 40,000 Rps per month

Annual Leave: 25 days pro rata plus public holidays and additional time off between Christmas and New Year.

Location: Working from International Tibet Network's office in Dharamsala.

PRIMARY PURPOSE:

To ensure the smooth running of International Tibet Network's day-to-day operations by building a strong foundation to support the International Network Team, Steering Committee and Members. This position supports the Network's global (predominantly virtual) team to ensure we are able to achieve our goals.

This is a key role to ensure the development and maintenance of processes making our operations function uninterrupted. Key areas responsibility include Network Team support, Member Group and Steering Committee support, communication and digital security, systems improvement, and overseeing a NEW Network Resource Centre.

MAIN RESPONSIBILITIES

SECRETARIAT POLICY DEVELOPMENT, FINANCE AND LEGAL SUPPORT:

- To manage operations systems to ensure they are running smoothly and issues are quickly resolved including with Microsoft Teams, Google Workspace, Signal and any other tools used by the Network;
- To support the Executive Director to review operating procedures and assist in the preparation of proposals for consideration by the Steering Committee;
- To support the preparation of funding applications and fundraising;
- To oversee administrative compliance including collecting, storing and sharing data securely and personnel mechanisms;

STEERING COMMITTEE SUPPORT:

- To support the administration of the Steering Committee including nominations and endorsement programme, quarterly and Annual General Meetings and minutes;

NETWORK MEMBERSHIP AND DEVELOPMENT SUPPORT:

- To support the Membership and Development Coordinator to oversee the Network Members programme, manage and maintain an accurate and up-to-date membership database;
- To support effective communications mechanisms and the organisation of Tibet Network Regional Meetings.

COORDINATED CAMPAIGNS SUPPORT:

- To support the Campaigns Coordinator to oversee campaign coordination mechanisms and to distribute information, updates, resources and materials;
- To provide practical support to develop and promote priority coordinated, strategic campaigns and to help develop groups' capacity and ability to implement integrated, coordinated campaigns.

RESOURCES & MATERIALS CENTRE :

- To administer the building of the NEW Resources & Materials Centre on TibetNetwork.org and ensure that folders are accurate, updated and accessible;
- To evaluate the Centre guidelines on a regular basis and adjust when needed;
- To support the other staff members with digital media and website administration as and when needed.

TIBET NETWORK REPRESENTATION AND COMMUNICATION:

- To support the Programme Coordinator in Dharamsala to oversee the Network Office space and utilities and ensure the official and legal needs are met and adhered to;
- Be a representative for the International Tibet Network in Dharamsala and support the fostering of strong and meaningful relations with the Tibetan Government in exile;
- To support the needs of Regional Coordinators as and when required.

REPORTING AND BUDGETS

- To Keep accurate records of your work and prepare funding reports when needed;
- Support the Executive Director with fundraising when requested;

SECRETARIAT CONTRIBUTIONS

- Attend weekly Team meetings, other campaign meetings (when appropriate) and contribute ideas when developing concepts for digital campaigns.
- Undertake, as required, any other duties compatible with the level and nature of the post and/or reasonably required by more senior members of staff.
- To act as a spokesperson for the Network where appropriate.

PERSON SPECIFICATION

SKILLS AND EXPERIENCE

ESSENTIAL:

1. At least two years relevant experience working in operations or administration, ideally in an NGO or similar;
2. Ability to meet deadlines and keep the administrative functions of the organisation running smoothly;
3. Experience of establishing and maintaining solid recording systems and coordinating an efficient flow of communications and information, including the creation and maintenance of electronic databases;
4. Ability to anticipate and manage operational needs of the team and the Steering Committee in a mostly virtual environment;
5. Excellent time management skills, and the ability to navigate working across multiple time zones
6. Clear, concise drafting skills in english (without need for significant editorial revision);
7. Commitment to completing set work and projects on time, and adjusting priorities when needed;

8. Excellent interpersonal and communication skills and ability to use sound judgment and initiative, solve problems and provide constructive inputs;
9. 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;
10. Fluent verbal English, and strong written English, is essential; in addition, the ability to work in Tibetan language will be an advantage.
11. Commitment to take part in building the Secretariat team and International Tibet Network coordination.

DESIRABLE:

1. Good knowledge of the specific issues about Tibet along with a clear understanding of and commitment to human rights issues.
2. Proven experience in research, advocacy and campaigning at any level.

ABOUT US

The International Tibet Network is a global coalition of Tibet-related non-governmental organisations. Its purpose is to maximise the effectiveness of the worldwide Tibet movement. The Network works to increase the capacity of individual member organisations, develops coordinated strategic campaigns, and encourages increased cooperation among organisations, thereby strengthening the Tibet movement as a whole. We currently have over 120 member organisations.