



**TERMS OF REFERENCE
EXECUTIVE FACILITATOR
REMOTE**

Urgent Action Fund Asia & Pacific (UAF A&P) is a Rapid Response Fund that resources the resilience of women and non-binary human rights defenders in Asia and the Pacific and to further support this, we strive to strengthen and sustain feminist networks to ensure safety and care in these regions. We are the first rapid response fund led by and for women in the Asia and Pacific regions.

As a regional feminist fund newly established in the region, we have been experimenting with innovative grant-making and resource mobilisation practices to support frontline work by women- and non-binary human rights defenders across these two vast regions. We are a young fund that is working on a set of core feminist principles of care to inform and advise our various functions.

We work across diverse cultural, ethnic, geographic, indigenous, and linguistic groups; therefore, we need our communication to be inclusive and easy for women and non-binary activists to follow, understand and engage with. Engaging with activists with disability is part of our core mandate for inclusiveness. We hope to be able to put strong processes and infrastructure in place to encourage more activists with various forms of disabilities to access our funds and engage better with our work.

As our work expands and diversifies, we are seeking an Executive Facilitator (EF) who can work closely with UAF A&P's Co-Leads to help them in their tasks and serve as a key point of facilitation between the Board, the Co-Leads, and the UAF A&P team members.

Purpose and Duration of Consultancy

The EF will support and assist the Co-Leads of UAF A&P, and perform the role of a liaison. The duration will be for one year – which will be the initial commitment for this position.

Core Areas of Expertise

The EF needs to have the ability to co-ordinate and/or provide the following support:

1. Serve as the primary point-of-contact and follow up with internal and external audiences on work-related to the Co-Leads.
2. Be a competent liaison to the UAF A&P Boards; and organise and co-ordinate executive outreach and external relations.
3. Work closely with the Co-Leads and key UAF A&P team members to ensure streamlined and timely information-sharing with the UAF A&P Board and other key stakeholders.

4. Co-ordinate, prepare minutes for, and lead the reporting for all governance meetings, as well as those where the Co-Leads seek their assistance.
5. Oversee special projects as may be directed by the Co-Leads.

Job Responsibilities

- Conserve Co-Leads' time by reading, researching, and routing correspondence in a timely manner; drafting letters and documents as needed; collecting and analysing information; and initiating communication and other tasks as required of a liaison for the Co-Leads in relation with their internal and external stakeholders.
- Maintain Co-Leads' appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Help prioritise Co-Leads' workload and provide general administrative support.
- Maintain and update contact details of organisational partners, advisors, board members, and other stakeholders for external communications.
- Manage organisational filing and folders to ensure easy access, and retrieval of key documents; including Board documents, and team-related files.
- Maintain organisational confidence and protect operations and programmes by keeping information confidential, and report any lapse in the confidentiality protocol of the organisation.
- Collaborate with the Co-Leads and the Communications and Learning Facilitator to facilitate information exchange among the team, and supports strengthening of internal communications within UAF A&P.

Key Skills and Competencies

- Must have the ability to work effectively and flexibly in a fast-paced, virtual, multicultural and multi-time zone environment.
- Must be able to work both individually and on their own initiative, and as part of a team.
- Must be able facilitate communications, verbal and written, with a diverse team functioning in a virtual workplace.
- Must have excellent interpersonal skills, including patience, diplomacy, willingness to listen and respect for colleagues from diverse backgrounds.
- Have strong capacity for adopting and working with new technologies and software.
- Have prior experience in creating and maintaining effective and transferable spreadsheets and database tools, and other filing and reporting templates.

- Have proven track-record in relationship and trust-building, and engaging in a cordial and affirming manner with a wide range of organisational stakeholders.
- Have prior exposure to facilitating administrative coordination in a complex and challenging environment.

Education and Experience

- At least 3 years' experience in providing support at the level of senior leadership
- Proficient computer skills and in-depth knowledge of relevant software and tools
- Knowledge of standard office administrative practices and procedures
- Proficient in English communication
- A Bachelor's degree would be an advantage
- References (at least 2) that mention competence in the skills expected for this role

We encourage women and non-binary professionals from Asia and the Pacific to apply. Experience in similar positions across the women's rights space will be an added advantage.

How to Apply and Timelines

UAF A&P seeks a contractor to work a minimum of **40 hours** a fortnight, and will be offered a remuneration as per the UAF A&P pay scale. Interested candidates may send their updated résumé and a cover letter explaining their suitability and interest in this position, and relevant references, on or before **14 August 2020** to info@uafanp.org. Only shortlisted candidates will be informed by **17 August 2020**, and interviews will be scheduled in the succeeding week.

We request interested candidates to create and/or use a [Protonmail account](#) to send us their application dockets to ensure compliance with our strict security protocols.