



## **Terms of Reference: Enabling Defenders Associate**

**Deadline to apply:** 28 March 2023

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. 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. We are a young fund guided by our core feminist principles of care, to inform and advise our various functions. Our major programmatic areas of work are: Resource Mobilisation, Rapid Response Grant-making, to provide emergency support to activists and defenders; and Enabling Defenders, to support sustainable safety and care structure.

### **Position overview**

The Enabling Defenders Programme supports women and non-binary activists and defenders to lead resilient and sustained movements. To do this, we mobilise several forms of resources required for women and non-binary activists and defenders to build and strengthen their holistic safety and care needs. This includes grant-making, convening spaces, and strengthening technical capacities.

The Enabling Defenders Associate will work with the Enabling Defenders Facilitator to lead strategic support that enables women and non-binary human rights defender communities to be more aware, supportive and caring of their



needs in times of risk and beyond. If you are someone who thrives on meaningful connections, have strong facilitation skills, are a good administrator, and your calling is to support activists and their movements, we are looking for you!

### **Job Responsibilities:**

- Lead implementation of Webs of Safety and Care Grant programme. This includes:
  - Develop call for applications,
  - Support organisations, networks and communities of women and non-binary human rights defenders to submit applications,
  - Process grant applications and provide recommendations for decisions;
  - Accompany grantees through the implementation of activities and coordinate other required support
  - Document learning
- Conceptualise and organise safety and care spaces for connection, reflection and learning at regional and national (or local) levels with women and non-binary defenders. This includes oversight of all deliverables from ideation to execution.
- Collaborate with other grants team members to analyse trends of risk, threats and safety and care needs of women and non-binary defenders in Asia and Pacific regions and advise the team on effective support for activists and defenders.



- Build relationships with women and non-binary activists and defenders, their networks and communities in the regions to understand the ongoing situations of risks and threats they face.
- Manage the logistical and other administrative requirements for the Enabling Defenders programme

### **Experience, knowledge and key skills needed**

- Work with communities or organisations of defenders, particularly to build and sustain networks and relationships
- Relevant work experience and good political understanding of critical issues related to women's human rights and women and non-binary human rights defenders in the Asia and the Pacific regions.
- Provide support to and build strong relationships with human rights defenders and their organisations.
- Knowledge of digital and physical security issues concerning human rights defenders in the regions.
- Organise and facilitate feminist spaces that integrate collective well-being
- Qualitative research, analysis, data analysis and report-writing
- Commitment to using secure communication platforms (i.e. Signal, Protonmail, Jitsi) and confidentiality
- Ability to work in English language

## Job Mapping - Level of Work

Level	Description
2	<ul style="list-style-type: none"> <li>◆ First line supervisor or experienced, qualified professional capable of working without direction</li> <li>◆ Demonstrates a thorough understanding of concepts and activities with a planning horizon of up to 12 months</li> </ul>

### Work environment & compensation

This is a remote, full-time position, falling under Level 2 as described above. The Enabling Defenders Support Facilitator will be supervised by the Enabling Defenders Facilitator. The contractor will be required to work 5 days a week 8 hours/day, for a total of 80 hours every fortnight. The compensation for this position is approximately US\$30,000 p.a., with benefits.

### Eligibility

This position is open to women and non-binary applicants from Asia or the Pacific regions. We encourage non-binary applicants, people with disabilities, and people from historically under-represented communities to apply. We will prioritise applications from East Asia and the Pacific.



## How to apply

A. Please prepare an application docket with the following documents:

1. Your updated resume with the file name “CV - your full name”
2. A statement of interest with the file name “Cover Letter - your full name” that answers the following questions:
  1. What skills and experiences of yours will be most relevant to this role?
  2. What strategic and/or administrative work have you done with communities or organisations of women and non-binary human rights defenders, particularly in:
    - capacity building
    - building and sustaining networks
    - deepening relationships with defender communities?

B. Please upload your application docket as a Zip Folder titled “Application - your full name” in this link: <https://share.uafanp.org/s/oK883qBtPwD2ZrJ>

C. No additional documents other than the two requested are required. If you have any questions, please write to us at [info@uafanp.org](mailto:info@uafanp.org)