



# Visual Communications Facilitator

## Terms of Reference

**Deadline to Apply: 20 October 2025**

### **About UAF A&P**

Urgent Action Fund Asia & Pacific (UAF A&P) is a feminist rapid response fund that supports the resilience and resistance of movements led by women, trans and non-binary activists in Asia and the Pacific in their critical defence of people and planet. Guided by feminist values, individuals, organisations, and their communities are provided urgent grants and strategic support to strengthen their safety and well-being. We are often defenders' first line of defence as they rise up to meet the fundamental democratic, gender, and climate crises of our times. As a regional feminist fund, we experiment with innovative grant-making and resource mobilisation practices to support human rights defenders and their organisations 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.

### **Position Overview**

The Visual Communications Facilitator will lead our visual storytelling and creative communications processes, including art direction for our knowledge pieces and external communications, and design work that is consistent with UAF A&P's voice. The primary responsibility of the Facilitator is to lead and implement UAF A&P's visual communications in collaboration with various internal and external stakeholders, for communications released on various platforms and across mediums.

The Visual Communications Facilitator will be part of a two-member communications team along with the Strategic Communications Facilitator to lead the overall communications strategy of the organisation, in keeping with the organisation's values and strategic goals. If you are a skilled designer and are looking for a role in a feminist organisation that involves art, strategy, and people, we are looking for you!

### **Job Responsibilities:**

#### **1. Creative Direction**

- a. Develop and maintain consistent visual language for multiple mediums and platforms (digital, print, and social)
- b. Art Direction for key projects (such as annual reports, programmatic knowledge pieces, website, and social media campaigns)



- c. Manage collaborations with external artists and storytellers on various creative projects and deliverables
2. Communications Facilitation
  - a. Liaise with diverse stakeholders (writers, artists, internal programme teams) to design and implement UAF A&P's communication strategy
  - b. Translate UAF A&P's content, ideas and themes into accessible visual narratives
3. Project & Contractor Management
  - a. Oversight of creative projects, from developing the project brief to final delivery
4. Process Innovation
  - a. Refine organisational documentation and templates such as style guides, process playbooks, etc.
  - b. Pilot new formats (e.g., Annual Learning Report, microsites, videos, podcasts) to amplify our reach and resonate with our target audience and communities

### **Values, Experience and Core Competencies**

- A storyteller with 5+ years of experience in visual storytelling, art direction, illustration or design
- A collaborative facilitator who can hold multiple processes and simultaneous relationships with key stakeholders
- Experience in creating materials for social media as well as printed collaterals like merchandise, event banners, and brochures
- Fluent in Figma, Adobe Suite, and other collaborative tools (such as. Notion, Miro)
- Experience with multilingual design and accessible content

### **Compensation**

This is a full-time position that will require the Visual Communications Facilitator to work for 40hrs/week. The annual compensation is in the range of approx. US\$ 30,000-37,000 (plus superannuation and medical insurance). This range is flexible and corresponds to the candidate's experience as well as UAF A&P's job standards and remuneration matrix.

### **Reporting and Work Environment**

The Facilitator will be supervised by the Co-Lead, Resource mobilisation and Partnerships. The Visual Communications Facilitator should be from and based in the Pacific or Asia, and should be willing and able to work remotely.

### **Anticipated Start Date**

1 January 2026



### Eligibility

As a feminist fund based in Asia and Pacific and supporting movements led by women, trans and non-binary human rights defenders, we are committed to having an organisation that is representative of identities living in the regions and countries we fund. This call will prioritise women, trans and non-binary human rights defenders with disabilities or abled from countries under-represented in our team - Taiwan, Thailand, Bangladesh, Laos, Sri Lanka, Tonga, Tuvalu, Samoa, Vanuatu, Solomon Islands, Kanaky, West Papua, Kiribati, Tuvalu, Tahiti, Cook Islands, Palau, and Federated states of Micronesia, Marshalls,. **Only women, trans, and non-binary applicants based in the Pacific and South, Southeast, and East Asia regions are eligible to apply.**

### How to Apply

To apply, please [fill this Visual Communications Facilitator Applicant Form](#) which will contain the following:

1. Your contact details
2. Your updated CV
3. A portfolio that includes 2-3 projects demonstrating experience and expertise in visual communication direction
4. A written case study of about a time you bridged creative and strategic goals with the implementation of a communications strategy (500 words max)

We welcome creativity in form and style of application submissions. **The deadline to apply is 20 October 2025.** Incomplete applications will not be considered. If you have any queries, you may write to [info@uafanp.org](mailto:info@uafanp.org) with the subject line '[Application] Visual Communications Facilitator'.

***We request applicants to create and/or use a ProtonMail account to ensure compliance with our strict security protocols.***