



# Feminist Culture Facilitator

**Deadline to apply: 18 June 2026. Applications are assessed on a rolling basis until the position is filled. You are encouraged to apply as soon as possible.**

## **Position Overview**

This is a position for someone who loves knowing how things happen, why they happen, and then making them happen. We are looking for someone who is as much a stickler for processes as they are unafraid to experiment creatively with said processes. The Feminist Culture Facilitator role is for someone who cares about building feminist organisations and cultures, and who is willing to unpack and ask the messy questions about what this means, and whether it is even possible.

The Feminist Culture Facilitator provides crucial and timely support to the Co Leads and Executive team of UAF A&P, to hold organisational processes. She/they will also work closely with the Board to coordinate and facilitate smooth governance and regular maintenance of Board work and compliance responsibilities.

HR experience is not a must - if you have a bias for action , thrive on work that is relational, if building agile and strong organisations brings a twinkle to your eye, if discretion is your super power and a solid check list brings you joy , we are looking for you!

## **About Urgent Action Fund Asia and The Pacific**

Urgent Action Fund for Women's Human Rights, Asia and Pacific (UAF A&P) is a regional women's human rights and feminist fund that protects, strengthens and sustains women and non-binary human rights defenders within the two regions at critical moments. We intervene quickly when human rights defenders are poised to make great gains or face serious threats to their lives and work, and support the resilience of HRDs via our Rapid Response Grant-making, Enabling Defenders, Shifting Narratives and Activating Philanthropy programmes.



UAF A&P is led by a co-leadership structure with two Co Leads who share responsibility and accountability, to embody and practice principles of feminist leadership. It currently has a team of 22 team members based in 9 countries. In order for us to be successful in our work to strengthen and resource feminist movements, our internal systems and processes too need to run smoothly, and our organisational culture must walk its talk. We seek a Feminist Culture Facilitator to ensure this – an administrative whiz and creative mind to keep our virtual office in tip top form.

## **Key Accountabilities**

**Support strong governance:** Maintenance of UAF A&P Boards' governance rhythms and processes for timely compliance and strong board cohesion; Coordination of Board committee work including documentation, draft documents as required, and follow up on priority actions; Plan annual Board meetings and liaise with relevant members to ensure strategic objectives are met, timely approvals, decision-making clarity, and full and equitable participation.

**Lead UAF A&P's commitment to building and sustaining a strong feminist organisational culture:** Create, maintain, and strengthen organisational rhythms and processes including recruitments, appraisals and internal collective care and wellbeing; Maintain and socialise organisational policies as needed and appropriate; Conceptualise and facilitate team spaces relating to trust-building, new ideas, and strengthening of organisational culture.

**Support to Executive:** This role works closely with all team members including the support to the Co Leads, and collaboration with the Finance team and organisational learning team. It works closely with the Executive Support Facilitator to ensure that the organisational rhythms, calendar and Executive's work flows smoothly. It also maintains confidentiality, integrity, and timely information across the organisation by working closely with the Co Leads, Board and Team members.



## **Qualifications, Experience and Skills**

- Training or experience in project management, executive support, administration, arts management, production, or any other equivalent professional fields.
- Experience, ability and appetite to work with people and processes
- Experience and skill in facilitation
- Careful attention to detail
- Strong and clear communication
- English-speaker with good and clear written and verbal communication. Proficiency of local languages from the region is desirable.
- Ability to prioritise and juggle multiple tasks or deadlines.
- Confidentiality, with attention to managing smooth information flow, integrity, and care.
- Working style that is collaborative and grounded in feminist principles and praxis
- Organised, adaptive and flexible

*It may be that you do not meet every single requirement listed. However, if you are excited about this role but your experience does not align perfectly with the qualifications and experience listed in this TOR, we encourage you to apply, as you may still be the person we are looking for!*

## **Reporting and Work Environment**

This is a remote, full-time position. The Feminist Culture Facilitator reports to both Co Leads, and is supervised by the Co Lead, Resource Mobilisation and Partnerships. They should be willing and able to work remotely. The contractor will be required to work a total of 80 hours every fortnight.

## **Compensation**

This full-time position will require the FCF to work 40hrs/week. The annual compensation is in the range of ~US\$ 40,000-45,000. This range is flexible and corresponds to the candidate's experience as well as UAF A&P's job standards and remuneration matrix.



## **Eligibility**

This position is open only to applicants from Asia or the Pacific and is based in one of the two regions. We encourage non-binary, trans applicants, people with disabilities, and people from historically underrepresented communities to apply.

## **Anticipated Start Date**

Immediate

## **How to Apply**

Please write to us at [recruitments@uafanp.org](mailto:recruitments@uafanp.org) with the following:

1. Your updated CV
2. Statement of interest that outlines your suitability for the role: relevant experiences/stories from your career so far, and how this role aligns with your interests and skills. A creative statement of interest is encouraged.