

# South East Asia Strategic Coordinator

## JOB DESCRIPTION

**Grade:** Coordinator

**Location:** Working from home in Singapore. Prepared to travel.

**Reporting to:** Executive Director, in the UK

**Responsible for:** SE Asia donors and facilitating A Rocha relationships, including with AROs (A Rocha Organizations) and members of the Friends of A Rocha Network.

**Key contacts:** ARI Management Team, Development Team and Operational Support Team, ARI Team, ARI Trustees, AROs in region, Friends of A Rocha Network members in the region.

**Contract:** Full time (37.5 hours per week), fixed term for 12 months with the potential to extend subject to funding and developments in the region. Review after 9 months.

**Purpose of position** The SE Asia Strategic Coordinator is a new post within A Rocha International (ARI) seeking to develop, resource and initiate the A Rocha International strategies and key relationships in SE Asia.

### Key responsibilities

1. Supporting development and caring for donors pertaining to the work of A Rocha International and A Rocha International's Global Conservation Fund in the region.
  2. Support A Rocha Organizations and members of the Friends of A Rocha Network in the SE Asia region, including the founding of A Rocha Singapore.
  3. Liaise with church leaders across the region in collaboration with the Director of Church Engagement
  4. Contribute to the organizational health of A Rocha International.
  5. Ambassadorial engagement and advocacy
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1. **Development and donor care pertaining to the work of A Rocha International and A Rocha Organisations in the region**, working with A Rocha International's Director of Development
    - Explore relationship opportunities and support existing donors in Singapore and across the region.
    - Work on key documents pertaining to support key relationships.
    - Explore other (including institutional) relationships and resources for A Rocha International and the Global Conservation Fund for the region.
    - In partnership with key stakeholders, develop and finalize proposals for submission across the region.

- Explore contacts for potential biodiversity credits.
2. **Support A Rocha Organizations and members of the Friends of A Rocha Network in the SE Asia region, including A Rocha Singapore**, working with A Rocha International's Operational Support team
    - Develop relationships with existing stakeholders
    - Work with Singapore stakeholders to support the registration of A Rocha Singapore as a charity and the development of an organizational strategy and plan for its work.
    - Develop relationships and liaise with A Rocha organizations and 'friends' in Philippines and Indonesia.
    - Build relationships with potential new A Rocha organizations or Friends of A Rocha Network members across the region. Support the current and potential A Rocha Organizations and members of the Friends of A Rocha Network in the region.
  3. **Liaise with church leaders across the region** alongside ARI's Director of Church Engagement:
    - Build relationships with church leaders across the region to further advance our church engagement programme and, potentially, a locally based eco church programme.
    - Speak at local churches of strategic importance and develop relationships in order to build prayer, volunteering and financial support.
    - Engage in church networking events to promote the work of A Rocha International.
  4. **Contribute to the organizational health of ARI.**
    - Take part in regular team meetings dealing with A Rocha International's development strategy, organizational priorities, and relationships across E & SE Asia.
    - Prepare reports for the Management Team as required.
    - Participate in regular team meetings, ensuring good communication and coordination with other internal stakeholders.
    - Participate in leading prayer and biblical reflection for the A Rocha International team, and externally as required.
    - Commit to pray for the work of A Rocha International.
    - Help provide pastoral care for A Rocha International and the A Rocha Organizations.
  5. **Ambassadorial Engagement and Advocacy:**
    - Promote A Rocha and specifically its work with conservation and church engagement in relevant fora at international, national, district and community level when required.
    - Attend relevant conferences and events to build relationships and promote the work of A Rocha International.

## PERSON SPECIFICATION

### Experience

#### Essential

- Right to live and work in Singapore permanently.
- Strong track record of networking and developing relationships
- Demonstrated attributes of being a self-starter and able to take initiative
- Proven track-record or building relationships and raising support.
- Ability to write proposals and reports.
- Experience of working in intercultural contexts

### **Desirable**

- Singaporean or Permanent resident in Singapore.
- Experience of working in an NGO setting
- Experience of science and conservation
- Experience of creation care within church settings
- Experience of A Rocha's work in one or more contexts

### **Skills & attributes**

#### **Essential**

- Excellent communicator, both written and verbal
- Fluency in English
- Ability to relate to and motivate others
- Ability to inspire and connect with a range of Christian leaders
- Organizational skills: project management & donor relationships
- Software skills: MS Office, GSuite, Sharepoint, Slack, Zoom, Salesforce (experience desirable, aptitude essential).

#### **Desirable**

- Theological training
- Fluency in a global language other than English

#### **Values**

- Agreement with and commitment to the [A Rocha Commitment to Creation Care](#)
- Servant-hearted leadership, enabling others to grow
- Commitment to valuing and learning from diverse cultures
- Love for the natural world