



Job Announcement: Partnership and Communications Coordinator for the Asian Species Action Partnership

The Asian Species Action Partnership (ASAP)

ASAP is an inter-institutional Partnership convened by the International Union for Conservation of Nature (IUCN) Species Survival Commission (SSC), which focuses attention on a region that, without more serious conservation intervention, will see the demise of much of its unique diversity. ASAP was established to address the extinction risk among the most threatened land and freshwater vertebrates of Southeast Asia.

General Profile

We are seeking a self-driven and motivated individual to coordinate Partnerships and Communications for the ASAP Partnership. The position will develop and build the current ASAP Partner network and lead on developing and implementing a wider Partnership strategy and will involve engagement with zoos and aquaria, conservation organisations and funding bodies among others. The individual will be expected to be able to negotiate and develop new Partnerships, understanding needs and interests. The individual will also lead on ASAP communications and branding and must have experience developing and implementing communication strategies with the ability to transform technical information into compelling and engaging stories.

The successful candidate will be expected to liaise with diverse stakeholders across the global conservation community and beyond and thus needs excellent communication and relationship skills. She/he will be part of the ASAP Secretariat, reporting directly to the ASAP Manager. Oversight and strategic direction to the Partnership as a whole is provided by the ASAP Governing Council.

Major Activities and Responsibilities

Partnership Framework

- Develop and implement a Partnership Strategy to support the successful implementation of the wider ASAP Strategy including:
 - Expanding existing Partnerships and identifying and developing new Partnership opportunities,
 - Identifying and developing matchmaking opportunities for technical and financial support for national organisations working in the region;
 - Developing mechanisms to leverage strength of the ASAP Partnership.
- Maintain and strengthen relations with ASAP Partners, supporting and addressing their needs, developing appropriate support networks and opportunities (securing funds, capacity building opportunities etc).
- Develop and manage an ASAP Partnership database including tracking of Partners activities with ASAP species conservation; tracking development and maintenance of partnerships and stakeholders, including donors.

Communications

Develop, implement, evaluate and update as necessary, a comprehensive Communication Strategy for ASAP including the following components:

- Raise awareness and knowledge on ASAP species conservation amongst all stakeholders.

- Promote the development of ASAP, the work of ASAP Partners, and any opportunities for networking and information-sharing within the Partnership.
- Produce relevant communication products and materials including species-related materials to support partnership efforts, audience-specific communications and resource materials for online and print media such as fact sheets, infographics, posters etc.
- Develop and maintain ASAP website and social media, mobilise media stakeholders to widen the reach and publicity of ASAP and its work including identifying and pursuing opportunities for ASAP stories to be featured in relevant periodicals, websites and other communication platforms.
- Manage ASAP communications and develop resource library including photos, videos and communication materials produced.

Other

- Represent ASAP at meetings and conferences as required (some travel will be required).
- Carry out other administrative support as required by the ASAP Secretariat and Governing Council including contributing to ASAP reporting, preparing materials and information, responding to queries.

Qualifications

Minimum 5 years professional experience in Partnerships and Communications with demonstrated success in attracting, developing and managing partnerships, relationship management and multi-stakeholder communications.

Bachelor degree in communications, marketing or similar, but not essential.

Relevant skills and experience

- Demonstrated track record in attracting, establishing and maintaining partnerships including negotiating terms of a Partnership deal;
- Excellent communication and relationship skills with personal diplomacy and discretion;
- Familiarity with website management programs and social media tools, design and aesthetic capacities;
- Track record of working as a team member with excellent interpersonal skills in a multicultural environment as well as ability to take initiative and work independently, creatively and with flexibility;
- Fluency in written and spoken English essential;
- Previous experience with an international NGO/multi-lateral or inter-governmental agency is advantageous;
- Proven ability in grants management, proposal writing, fundraising and financial management are desirable;
- Ability to work in MS Windows environment (Word, Excel, PowerPoint, Access and Outlook).

Location

The position will ideally be based in Singapore, however other locations could be considered.

Application

If interested, please send your CV and application letter to asap.iucn@gmail.com and put "ASAP Application" in the email subject line. Deadline: Monday 23rd April 2018.