

## Terms of Reference

# Victim Group Coordinator and Advocacy Manager for Asia

### Overview of the Position

VAI is growing and we are looking for a new team member to join us!

This exciting role works directly with VAI members (groups of victims of serious international crimes) across Asia to support their advocacy and organisational development. It is 100% hands on and allows you to use your strong knowledge of politics and law to advise, train and work directly with people who are marginalised within these systems. The advertised role operates across two arms of VAI- Victim Group Coordination and our Advocacy pillar. The right person for this role will be someone with a community organising, advocacy or movement building background and skillset, with understanding of law, policy and politics to the extent necessary to assist victim groups in navigating these, and equipping with the skills to oppose them or advocate for their reform wherever necessary.

You would be joining a hard-working, diverse team that is dedicated to supporting victims of serious international crimes to have a powerful voice in all matters that concern them. We love creative and ambitious people who will help our team and mission grow.

The role is home-based with intermittent regional travel. Travel funding is only available for a team member who is based in South Asia.

### Background to Organisation

Victim Advocates International (VAI) is a global movement for victims of serious international crimes. For too long, victims of serious international crimes, including war crimes, crimes against humanity and genocide, have been passive observers of foreign courts and justice mechanisms. VAI was established to disrupt the way in which victims are viewed in international justice processes. It does this by increasing their influence through collective action. It has a membership base of groups of victims of serious international crimes who have self-organised and who are committed to fighting for justice and the human rights of their community. VAI focuses on providing with victim groups three pillars of support: legal advice and representation; advocacy support and organisational development.

### Terms of the position

#### Qualifications and Experience

- A university degree in humanities, political science, social work or other relevant field;
- An advanced degree in a relevant field, or additional two years' work experience;
- Demonstrable skills in working with grassroots movements;
- Demonstrable skills in fundraising;
- A minimum of five years of progressively responsible work experience in Asia;
- Excellent English is essential, an Asian language is an advantage;
- Proven ability to work across cultures and with people of diverse backgrounds and experience;
- A working knowledge of human rights instruments is an advantage;
- Excellent skills in programme management including planning, monitoring and reporting requirements;
- Knowledge of regional politics and UN systems.

## Employment Contract Details

12 months fulltime (with possibility to extend) inclusive of three-month trial period.

Salary will be commensurate with the qualifications and experience of the successful candidate against the VAI salary scale.

## Terms of Reference

### *Victim Group Coordination*

- Oversee the implementation of the MOUs between VAI and each member group in the region, including regular reviews and updates;
- Undertake monitoring and evaluation activities to assess the impact of VAI's relationship with each group, and feed findings back to VAI for incorporation into the next rounds of programme design;
- Be the point of contact for groups with VAI, primarily through WhatsApp, including a responsive communication approach and connecting groups with appropriate VAI Secretariat resources;
- In collaboration with the VAI Secretariat, conduct workshops with new and existing VAI members to develop their accountability strategies;
- Assist the groups in creating, revising, updating and executing their accountability strategies.

### *Advocacy*

- Support VAI members identify and execute advocacy opportunities for groups on short, medium and long term basis;
- Keep up to date with relevant political developments both regionally and internationally that impact the rights and interests of VAI members;
- Be reactive and flexible when advocacy opportunities arise for VAI members;
- Facilitate the participation of VAI members in any relevant events or conversations.

### *VAI Member Organisational Development*

- Create, monitor and execute organisational development plans with members;
- Identify training opportunities for members and assist members to build their local, regional and international networks;
- Assist groups with fundraising, including by providing mentoring, advice and technical assistance on how to identify and apply for fundraising opportunities;

### *Management*

- Keep detailed records on challenges and achievements faced by VAI members;
- Providing both written and oral reports on programme activities for donors;
- Identify potential VAI members in new contexts based on VAI membership criteria;
- Supervise VAI Project Officers.

Please apply by emailing [r.galaria@victimadvocatesinternational.org](mailto:r.galaria@victimadvocatesinternational.org) with a CV and cover letter that addresses each of the qualifications and experience criteria above.