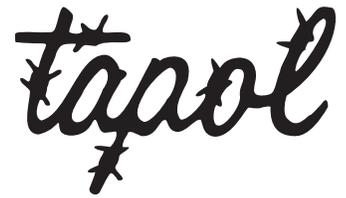


# Campaigner, TAPOL

## Job Description and Person Specification



February 2018

### 1. Main purpose of the position

The main purpose of the Campaigner is to contribute to TAPOL's campaign and advocacy work in relation to current programmes including freedom of expression, as well as women's rights, and business and human rights in West Papua and Indonesia. The post-holder will be responsible for further developing TAPOL's campaign and advocacy work, ensuring timely delivery of campaign targets. S/he will have a pivotal role in designing and executing campaigns by collaborating closely with partners in Indonesia and West Papua, as well as with UK and European activist networks, and other stakeholders.

### 2. Background of TAPOL

Founded in 1973, TAPOL has more than 40 years' experience of working on human rights in Indonesia. TAPOL has established itself as a well-respected HR organisation on a number of geographic and thematic issues in support of its mission to promote human rights, peace and democracy in Indonesia. Currently the focus of our work is to promote freedom of expression and human rights in West Papua, which must be tackled if Indonesia is to consolidate its transition to democracy and improve its human rights record. Past areas of focus have ranged e.g. from the bloody conflict in Aceh to the self-determination struggle of Timor Leste, transitional justice and supporting the civil rights movement in the democratisation process in Indonesia. To ensure freedom of expression is critical to improving the overall human rights environment and ensuring that Human Rights Defenders are able to play their vital role without fear or restrictions in West-Papua.

### 3. Working philosophy

TAPOL's strength lies in its established track record as a successful organisation with the core purposes of promoting human rights, peace and democracy in Indonesia. We have a London-based office, but our staff are located in various countries, including our two Co-Coordiators. TAPOL is committed to developing a high level of cohesion and trust among its staff and between the staff and the management committee, based on mutual respect, regular contact and an approach to communication which values openness and an ability to listen. A clear understanding of and personal commitment to the organisation's core purposes and its more specific strategic objectives are essential for all staff members and members of the management committee. TAPOL strives to adopt the same working approach to its relationships with all partner organisations.

### 4. Position in organisation

The Campaigner will be managed by and report to TAPOL's Co-Coordiators.

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## 5. Duties and Key Responsibilities

- To contribute to TAPOL's campaign and advocacy work on human rights, with a particular focus on freedom of expression, women's rights and business and human rights in West Papua and Indonesia.
- Advocacy tasks including: research, writing and contributing to articles, reports, and briefings; attending and organising meetings and public events; and raising the profile of TAPOL and its output through its website and social media.
- Undertaking translation and interpretation work as required.
- Assisting with administrative tasks and other organisational duties.

## 6. General tasks

The campaigner is expected to:

- Develop, plan and execute public campaign activities,
- provide timely written reports on meetings attended, activities undertaken, contacts made etc;
- Keep a proper record of all expenses incurred and other financial transactions in accordance with TAPOL's financial and petty cash policies;
- Attend regular project, organisational and management committee meetings.

## 7. Knowledge, competency and skills

### Essential

- At least 3 years experience working in dynamic NGO environments.
- Fluency in written and spoken English.
- Excellent/fluency in written and spoken Bahasa Indonesia.
- Sound knowledge of issues relating to human rights in Indonesia and West Papua
- Demonstrated research and analytical skills.
- Excellent writing skills in a variety of formats (e.g. press releases, research reports, briefing papers, campaign platforms) and proven record to deliver agreed outputs in time.
- Ability to manage time effectively.
- Strong interpersonal and intercultural communication skills with ability to network with a variety of stakeholders within diverse settings.
- Ability to travel within Europe and internationally as required.

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- Competency in basic productivity software (e.g. Microsoft Office, Google Apps) and CMS platforms (e.g. wordpress, drupal).
- Demonstrated ability to thrive while working both in a self-directed manner and collaboratively as part of a small team.
- Legally-permitted to work in the UK

#### Desirable

- Experience leading innovative campaigns and advocacy initiatives
- Existing relationships and/or contacts with relevant human rights organisations and NGOs, policy makers, funders, journalists, Indonesian civil society networks etc.
- Familiarity with social networking sites and the use of new media outputs for advocacy.
- Preferably living in the Greater London area and ability to work in our London office, but exceptions can be made for strong UK-based candidates.

### 8. Terms of employment

This is a part-time position starting at 14 hours per week (equivalent to 2 days/week) with the possibility to expand based on performance and increased funding. Regular office hours are from 9:00 - 17:00. A degree of flexibility will be required, with occasional out-of-office hours and weekend work. Time off in lieu of time worked in excess of normal hours will be provided.

**Salary:** £24,000 - £27,500 (pro rata) depending on experience.

**Holidays:** 16 days per annum pro rata plus allowance for public holidays.

### 8. How to Apply

Applications can be sent to [jobs@tapol.org](mailto:jobs@tapol.org). Please include a CV along with a covering letter explaining your suitability for this position, as well as a recent sample of your written work (preferably relating to Indonesia and/or West Papua).

To obtain more information about TAPOL and a detailed job description, please contact us at [jobs@tapol.org](mailto:jobs@tapol.org).

**Deadline: 10 March 2018.**