



## Promoting human rights, peace and democracy in Indonesia

### **Coordinator**

- Reports to:** Tapol's Board of Trustees
- Posts reporting directly:** 2 part-time campaigners, 1 part-time finance officer, several volunteers.
- Based:** London
- Status:** 28 Hours a week (4 days) with potential to build to full-time as a result of successful fundraising.
- Remuneration package:** £ 32-35,000 pro rata (Depending on skills and experience)

We are looking for a highly motivated and resourceful individual with a genuine commitment to human rights and democracy in Indonesia, seeking to lead this well known and respected human rights campaign. The post-holder will be responsible for the strategic development of TAPOL's human rights work, ensuring timely delivery of its programmes, exploring new opportunities and taking the organisation on to the next level. S/he will have a pivotal role in defining priority areas for TAPOL's work, collaborating closely with partners in Indonesia, as well as with UK and European activist networks, and other stakeholders.

### **Background**

Founded in 1973, TAPOL has 40 years' experience of working on human rights in Indonesia. TAPOL works on a number of geographic and thematic issues in support of our mission to promote human rights, peace and democracy in Indonesia. Thematically, we work on issues such as Security Sector Reform, Transitional Justice, and Business and Human Rights, which must be tackled if Indonesia is to consolidate its transition to democracy and improve its human rights record. Geographically, areas of focus have ranged from the bloody conflict in Aceh to the self-determination struggle of Timor-Leste, and the ongoing tragedy in West Papua. Underpinning many of these issues is our work on Freedom of Expression. Full enjoyment of this right is critical to improving the overall human rights environment in Indonesia and ensuring that Human Rights Defenders there are able to play their vital role without fear or restrictions.

## **Governance**

TAPOL has a Board of Trustees, which monitors the implementation of the Organisational Plan and appoints the Coordinator. The board meets at a minimum, quarterly, and there is an AGM once a year.

## **Structure**

TAPOL is a small organisation, led by a Coordinator and currently two part-time campaigners, and a part-time book keeper. The organisation also involves a number of committed volunteers who work with staff to deliver the campaigning work and network with a wide variety of human rights and campaigning organisations in the UK.

TAPOL has a charitable arm, which is separately governed. The Coordinator plays an administrative role in the governance of the charity, convening meetings and dealing with finances as and when appropriate.

## **TAPOL's current work**

The fundamental right to freedom of expression is the cornerstone of our work in promoting human rights, peace and democracy in Indonesia. It is strategically important to improving the overall human rights environment in Indonesia, and to ensuring that Human Rights Defenders can carry out their vital work free from intimidation and violence.

TAPOL's activities are currently focused on three main projects:

### **1. Political prisoners**

The project focuses on the routine use of Indonesia's treason laws to punish peaceful actions in West Papua, such as raising the Papuan Morning Star flag, expressing political aspirations and holding demonstrations. A comprehensive database on Papuan political prisoners provides evidence of the arbitrary detention, torture and maltreatment, and the systematic denial of the right to free expression in West Papua. This information enables campaigners and policymakers to monitor trends and the impact of policy change over time.

### **2. Strengthening Civil Society and Human Rights Defenders in West Papua**

This is a new small-grants programme, which involves building support for organisations within the territory of West Papua.

### **3. 1965 Campaign**

This continues to raise awareness of human rights violations committed in Indonesia in the 1965 communist purges and demand redress from the Indonesian Government as well as an apology for the atrocities committed.

### **4. General work**

The Coordinator will also be expected to oversee TAPOL's general work, involving publications, fundraising, networking with like minded organisations, maintaining relationships with partners and scoping for new ones, and keeping a watching brief on developments in Indonesia, to see where further international support and advocacy is needed. TAPOL also convenes the UK NGO Forum on Indonesia, which brings together various organisations who engage in periodic Indonesia-focused campaigns in the UK.

## ***Indonesian Context (political, social and economic)***

Indonesia's new President, Joko Widodo, faces multiple challenges as he attempts to face down opponents bent on undermining his ability to govern, and to secure controversial but necessary reforms. The human rights situation is not improving, as the military and political opposition, which dominates the parliament and is still greatly influenced by defeated Presidential hopeful Prabowo Subianto, flexes its muscles and tries to demonstrate that, in spite of the election of a popular civilian leader, their vested interests will still dominate.

Whilst Indonesia has notched up several years of economic growth (over six percent annually), inequalities have increased and, out of a population of 234 million, more than 32 million Indonesians currently live below the poverty line. Human rights abuses are still rife (many due to land conflicts), and Indonesia is still regularly criticised in international fora such as sessions of the Human Rights Council, particularly in relation to its repression of the Papuans in West Papua. However, there is generally more democratic space in Indonesia today for civil society groups, including human rights defenders, to operate – the exception largely being West Papua.

### **Papua/West Papua**

The Land of Papua (Tanah Papua) continues to be a source of tension within the Indonesian archipelago. The Special Autonomy Law passed at the beginning of the century has not been properly implemented, the territory has been divided into two provinces (among the poorest in Indonesia), and many indigenous Papuans continue to oppose Indonesian rule. Whilst there are civil society moves to legally challenge the 1969 'Act of Free Choice', the grip of the military is constantly being strengthened and, learning lessons from East Timor, foreign NGOs and journalists are generally being kept out. When foreigners do visit, they are tailed constantly and put under a lot of pressure. So there is a great lack of information about the true situation in West Papua, both within Indonesia and abroad, leading to a relative lack of support for Papuan rights. This is why TAPOL has chosen this as a focus for its international campaigning.

### **1965**

In 1965, the Indonesian army, with the support of civilian mobs, gangsters and para-military groups, unleashed a campaign of terror against alleged members of the Communist Party of Indonesia (PKI) and associated groups, killing up to one million people and imprisoning many more. These atrocities were the rationale for the original foundation of Tapol, and have been a focus of our work ever since, particularly for the ongoing victims and their families. The release of Joshua Oppenheimer's film 'The Act of Killing', which is based on this, enabled Tapol's campaign for redress for the victims of these atrocities to gain significant momentum. For more information see TAPOL's Website:

<http://www.tapol.org/news/indonesia-and-1965-massacres-where-justice>

### **British-Indonesian relations**

Britain has been a reliable trading partner for Indonesia over the years and the current coalition government has made a big effort to boost trade relations including via a business delegation led by Prince Andrew, and a state visit by the Indonesian President to the UK in October 2012. The British Embassy encourages British business to invest in coal mining in Kalimantan, for example, in spite of acknowledging that very few local people gain jobs in the sector and they are 'struggling with recognition of traditional land rights'. The government, which cut arms sales to Indonesia in the wake of the Indonesian army's destruction of East Timor in 1999 after the referendum held there, has in recent years significantly increased its arms sales once again to the regime, with David Cameron stating in 2012 that "Britain makes some of the best defence equipment in the world and it is right that it is available to Indonesia..."

## **THE JOB**

The post holder will report to the TAPOL Board of Trustees and will work primarily with the other campaign staff members and the volunteers in terms of strategy delivery, and with the book-keeper for financial management.

### **Working philosophy**

TAPOL's strength lies in its established track record as a successful organisation with the core purposes of promoting peace, human rights and democracy in Indonesia. TAPOL is committed to developing a high level of cohesion and trust among its staff and between the staff and the management committee (Board of Trustees plus advisors), based on mutual respect, trust, 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 Board. TAPOL strives to adopt the same working approach to its relationships with all partner organisations.

### **Overall Job Purpose**

#### Strategic leadership

- Provide strategic leadership for TAPOL in consultation with all interested parties.
- Oversee strategic planning and ensure that TAPOL's programme of work is well-planned, up-to-date, and as fully-funded as possible.
- Promote TAPOL at all opportunities with external stakeholders and the general public; think and act strategically at all times in TAPOL's interests.

#### Fundraising

- Develop fundraising strategies, identify new fundraising opportunities, and oversee the implementation of agreed fundraising plans.
- Build relations with potential donors and manage relations with existing donors.
- Build relations and strategic alliances with partners and peer organisations, and strengthen network contacts with a view to securing new funding and developing joint projects.
- Oversee and undertake the completion of concept notes, funding proposals and budgets.

#### Staff and financial management

- Manage TAPOL staff in their day-to-day work and their longer-term progress and development by holding regular performance reviews and support sessions.
- Encourage teamwork and promote effective internal communications.
- Oversee work plans and identify opportunities for staff development and training.
- Implement personnel procedures as appropriate.
- Oversee the recruitment of TAPOL staff, interns and volunteers.
- Oversee TAPOL's finances and budgets and ensure that project and organisational expenditure are in line with agreed budgets.

#### Accountability

- Facilitate the systematic monitoring and evaluation of TAPOL's work against project plans and indicators.
- Organise TAPOL management committee meetings and provide regular reports to the management committee on the progress of programme work and its impacts.
- Prepare narrative and financial reports to donors and ensure their timely delivery.
- Ensure all TAPOL's formal obligations as a company and, those of its associated charity, are met.

### Programme work (time permitting)

Working with TAPOL's Campaigns Coordinator:

- Develop TAPOL's programme work and campaign activities.
- Coordinate project planning and the completion of project documentation, including log-frames, concept notes, and budgets.
- Manage project grants and budgets.
- Contribute to programme work activities, including: researching; writing articles, briefing papers, reports, press releases and other materials; undertaking media work; attending lobbying meetings, network meetings and conferences; and undertaking public speaking engagements.

### ***Terms and Conditions***

- Applicants must already have the right to live and work in the UK. This is due to legal and financial restrictions which mean that TAPOL is unable to sponsor visa applications.
- 4 days a week, with the possibility of rising to full-time, dependent on sufficient funding being raised.
- Time off in lieu for overtime worked. There are no fixed hours of work and a degree of flexibility will be required with occasional out-of-office hours and weekend work.
- The annual salary paid will be in the range of £32,000 to £35,000 pro rata depending on skills and experience
- Twenty-four days per year paid holiday pro rata.
- Pension fund
- The selected candidate will have a 6 month probationary period. If this period is successfully completed, s/he will be confirmed in post.

Person Specification	Essential	Desirable special skills and knowledge
<b>Education &amp; Training</b>	1. Degree in a development or human rights -relevant field	
<b>Relevant Experience</b>	2. At least 3 and ideally, 5 years of direct experience in NGO management, strategic planning and project design, with proven experience of: <ul style="list-style-type: none"> <li>▪ Staff management</li> <li>▪ Strategy and policy formulation</li> <li>▪ Strategy implementation and operation</li> </ul> 3. At least 3 and ideally, 5 years experience of working in a human rights organisation 4. At least 3 years experience of designing and managing budgets and financial management responsibility with proven finance skills 5. Experience of successful fundraising, reporting to and liaising with funders 6. Experience of recruitment: interviewing and management of recruitment and selection processes 7. Experience of working with civil society organisations	29. Competence in spreadsheet accounting
<b>Special Skills &amp; Knowledge</b>	8. Good communication, 'people' and influencing skills, and ability to communicate effectively and build and maintain effective working relationships with a range of people across a variety of cultural settings. 9. Commitment to leading and motivating as well as working as part of a team and ability to inspire rather than demand respect. 10. Good representational and negotiation skills. 11. Experience of relationship and network building.  12. Sound knowledge and analysis of Indonesia and the region's political and economic contemporary context. 13. Particular knowledge and familiarity with the socio-political and socio-economic reality of Indonesia. 14. Good understanding of legal and human rights issues, and the role of civil society organisations in Indonesia.  15. Good understanding of effective campaigning strategies and experience of working in NGO advocacy coalitions. 16. Good understanding of CSOs and NGO networks in the region pertaining to human rights issues. 17. Well developed project cycle skills (e.g. design, implementation, monitoring and evaluation). 18. Cultural sensitivity and ability to work with diverse groups. 19. Sound grasp of gender analysis and dynamics. 20.. Fluency in oral and written English. 21. Strong numeracy skills. 22. Ability to prioritise workload and to work to tight deadlines. 23. Computer literate - Word processing skills, ability to use Internet and email, familiarity with and ability to use social media to promote TAPOL's external visibility. 24. Ability to be self-servicing.	30. Relevant work experience in the South East Asian region 31. A high level of fluency in Bahasa Indonesia or willingness to learn  32. An understanding of Islam in the context of Indonesia.
<b>Other</b>	25. Commitment to racial and gender equality. 26. Commitment to Tapol's aims and core values. 27. Willingness and ability to travel to Indonesia at least once per year for periods of up to 4 weeks per year, plus occasional travel within Europe 28. Based in the UK with UK residence status.	