

Job Description

Job title	BIEN Asia Hub Co-ordinator <i>(for 24 months)</i>
Reporting to	The BIEN Executive Committee and a designated Line Manager.
Responsible for	Formalising BIEN structures and operations in Asia with respect to its current and potential affiliates and members; growing the conversation around and movement towards UBI.
Location	Asian country
Salary	Related to the cost of living in the country of residence, and pegged at a decent wage

Background and Context

The Project

BIEN is a global network of individual members and affiliates from nearly 45 countries. Since 1986, BIEN has acted as a central hub in the global basic income conversation. It is now looking forward to an exciting new three-year project of establishing and strengthening Regional Basic Income Hubs which will strengthen and expand BIEN's global activity and enable it to meet the many demands being placed upon it by the growing and increasingly lively global Basic Income community.

The Position

The BIEN Asia Co-Ordinator

- will support BIEN in its core mission 'to educate the general public about Basic Income, that is, a periodic cash payment unconditionally delivered to all on an individual basis, without means test or work requirement;
- to serve as a link between the individuals and groups committed to, or interested in, Basic Income;
- to stimulate and disseminate research about Basic Income;
- and to foster informed public discussion on Basic Income throughout the Asia region;
- to initiate pilot studies where possible;
- to organise conferences and seminars on the topic in the region;
- to strengthen basic income movement in the region

Objectives

1. To enable BIEN to transition from a volunteer-led organisation to one with an increasing number of people working for it, with volunteers and paid staff working on different projects;
2. To establish Asia BIEN Hub, to function as Activity Hub, with increased activities running efficiently;
3. To increase the geographical coverage of affiliations and membership, and BIEN's reach in Asia;
4. To strengthen BIEN's identity as an Asia Regional Hub, particularly by increasing BIEN's body of knowledge on Basic Income and ensuring that it is well-documented, well structured, and easily accessible online languages spoken in Asia. This will enable more people from non-English speaking regions to gain access to knowledge and resources on Basic Income;
5. To strengthen the regional activity related to current strategic partnerships, and initiate more such partnerships in both number and domains;
6. To make BIEN financially sustainable: by raising further funds, and to enable BIEN to cease to depend on a single major donor;
7. To enable BIEN to develop a decentralised structure by activating affiliates and members across Asia.

Although this position comes with clear objectives, we anticipate the successful candidate bringing their own ideas, enthusiasm and leadership to the role – there will be ample space for you to shape what you do and how, and indeed to shape the future trajectory of BIEN's work in Asia and BIEN as a whole.

Details

This position will be for a fixed term of two years, the first three months of which will be a probationary period. The post is currently funded by a grant from the Mustardseed Trust.

Salary or contract fee will be by negotiation, and will be related to the cost of living in the country of residence, but pegged at a decent wage.

BIEN is a Charitable Incorporated Organisation registered in the United Kingdom, and is a network organisation with no office base. The appointee will work remotely, and will be accountable to BIEN's Executive Committee through a named member of the committee.

Job purpose

To spread awareness about basic income and co-create basic income movement and institutionalise BIEN activity in Asia.

Main duties and responsibilities

1	To establish and strengthen BIEN Asia Hub and institutionalise the decentralised BIEN activity in Asian countries.
2	To grow and support the basic income ecosystem in Asia, for example, through hosting Sandpit meetings, regional conferences that bring together diverse actors to co-create synergies around the theme of basic income
3	To increase BIEN membership.
4	To identify sources of further funding and preparing bids to funding bodies.
5	To identify country-level actors and initiate discussions and encourage formation of new groups and potential affiliates
6	Representing BIEN publicly at different public fora.
7	To stimulate and disseminate research about Basic Income

Person Specification

Criteria	Essential	Desirable
Experience/Knowledge		
Understanding of Basic Income and its possibilities.	√	
Existing engagement with Basic Income debates and organising.		√
Sympathy with the objectives and ethos of BIEN.	√	
Experience of organising, with a particular emphasis on movement building and network building.	√	
Experience of engaging with and fostering growth among de-centralised networks.	√	
Coalition building, in particular across political or strategic differences.	√	
Institution building, including establishing structures that enable volunteers to collaborate effectively and channel their passions and skills.	√	
Fundraising, including grant writing and partner engagement.	√	
Team management.	√	
Independent working, including setting own goals and managing a flexible timetable.	√	
Skills		
Ability to work independently and effectively	√	
Ability to communicate effectively in oral and written form in a widely-spoken regional language	√	
Ability to communicate effectively in oral and written form in English	√	
Computer literacy.	√	
Strong (professional) facilitation skills, e.g. around Innovation Sandpits.	√	
A relevant degree.	√	
A relevant higher degree.		√
Research skills.		√