

Open roles, projects and tasks

Thank you for your interest in volunteering with ActSEA! Here, you will learn more about our teams and the roles and projects that we are actively recruiting for.

- Each team includes a description of their responsibilities. Click on the team name to learn more.
- Each volunteer opportunity is hyperlinked to a detailed description. Click on the link to find out more.

Whether or not you identified a specific team or opportunity of interest, feel free to sign up at bit.ly/JoinActSEA. Our recruitment team will try to find something that aligns with your interests and motivations. Go to our [website](#) for more information about volunteering with ActSEA.

Management

The Management team comprises:

Ensures governance and accountability, particularly in relation to legal and fiscal oversight. This recognises that governing bodies, who by law typically comprise volunteers, are best placed to provide checks and balances, because their position is not tied to expectations of remuneration.

Drive the planning, implementation, and monitoring of ActSEA's strategy to achieve our vision, mission and values.

Lead the planning of annual strategies in accordance with ActSEA's vision, mission and values, with the respective teams

- Review successes and lessons learned
- Analyse strengths, weaknesses, opportunities, and threats
- Identify annual goals
- Develop actions plans to achieve the goals
- Plan and approve budgets that reflect ActSEA's financial situation

Monitor and review the implementation of ActSEA's strategy, with the respective teams and during Core Team meetings.

Ensure that ActSEA's activities are in line with ActSEA's vision, mission, and values, and maintain accountability to all stakeholders:

- Make strategic decisions, through consensus, outside of the agreed annual strategy
- Review and approve/reject requests for budgets outside of the agreed annual strategy
- Participating in and providing inputs during team discussions

Keep informed of what is happening in ActSEA:

- Participate in ActSEA activities and discussions
- Communicate with other staff and volunteers
- Read reports, meeting minutes, and other documents produced by ActSEA
- Follow updates on ActSEA's website, social media, and/or monthly email newsletter

Ensure the safe, organised, and efficient documentation, use, and flow of information within the organisations and with external stakeholders in order to achieve ActSEA's mission and strategy.

Ensure that software and platforms are used efficiently.

- Identify, deploy, and administer software and platforms.
- Equip team members to make use of software, platforms, and data, in accordance with their roles.
- Ensure that tools are inclusive for all team members.

Develop, implement, review, and/or improve systems and procedures to:

- Identify, deploy, and manage the use of software and platforms. For example, for: cloud computing; project, task and process management; productivity, collaboration and communication, and; information management.
- Manage, process, and utilise data generated across the organisation.

Develop capacity of the team to achieve roles and responsibilities:

- Given available resources, work with the HR to recruit team members with the relevant skills or willingness to learn
- Work with the Finance to budget for personnel and tools
- Work with the Fundraising to raise funds for personnel and tools
- Work with Knowledge to equip team members with useful knowledge and skills

Work with the Legal to keep current on relevant laws and regulations, such as data protection.

Ensure sound financial management through established processes, controls and safeguards in order to protect ActSEA's fiscal integrity.

Carry out financial operations in a timely manner and in line with established policies, procedures and templates:

- Process transactions
- Maintain accounting records
- Work with respective teams to plan, monitor, report on, and revise budgets
- Monitor and report on the financial health of ActSEA

Develop, implement, review, and/or improve systems and procedures to:

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Develop capacity of the team to achieve roles and responsibilities:

- Given available resources, work with the HR to recruit team members with the relevant skills or willingness to learn
- Budget for personnel and tools to do so
- Work with the Fundraising to raise funds for personnel and tools
- Work with Knowledge to equip team members with useful knowledge and skills

Empower ActSEA's team members to perform effectively and happily by developing and maintaining relevant and appropriate HR systems, policies, and procedures.

Develop and implement systems and procedures for:

- [Recruitment, onboarding](#), and exit;
- Performance management and improvement, together with the Knowledge Team;
- Team member feedback, together with the Organisational Development Team.

Develop and implement policies to:

- Ensure the fair treatment of team members, including:
 - Salaries;
 - Benefits, including insurance;
 - Working hours;
 - Discrimination and harassment.
- Ensure the health and safety of team members during their work
- Ensure that team members act in line with ActSEA's values, including:
 - [Code of conduct](#)

Maintain up-to-date documentation of systems, [procedures](#), [policies](#), [team roles and responsibilities](#), as well as contracts.

Ensure that ActSEA complies to applicable laws as well as ensure ActSEA's legal rights in countries of operations (Indonesia, Cambodia, and Singapore).

Document, monitor, and disseminate applicable laws and practices in Indonesia, Cambodia, and Singapore, including but not limited to:

- Non-profits
- Manpower and employment
- TaxesFundraising
- Etc.

Draw up legal documents and templates together with relevant teams for ActSEA to use and adapt as necessary, such as:

- Articles of association
- Employment contracts
- Service agreements
- Memoranda of understanding

Support other teams in drafting, negotiating and finalising legal documents.

Support other teams in interpreting terms and concepts used in legal documents, and advise the teams on appropriate solutions to minimise legal risk.

Volunteer opportunities with Management Team:

Project ▾	Summary	Project location	Nature of activity	Position type	Frequency	Issue area
7 issues						

Programs

Programs comprises:

Identify, develop, and implement community development projects in Indonesia and Cambodia.

Identify community development project opportunities in Indonesia and Cambodia:

- Develop and implement a platform for team members to propose projects
- Network with potential local partners, with the communications teams

Develop community development projects through:

- Background and desk-based research, as well as needs assessments, with the Research Team

- Community planning activities

Implement community development projects.

Ensure regular reflection, monitoring, evaluation and learning, with the Programs Quality Team.

Develop capacity to implement community development projects:

- Raise and manage funds to carry out activities, with the Grants and Donations Teams
- Develop systems and procedures to guide team members through a process of identifying, developing, and implementing community development projects that are in line with ActSEA's mission and values
- Provide training and mentoring to team members who are developing and implementing community development projects, with the Knowledge Team
- Provide training to local partners, with the Capacity Building Team
- Identify, develop, and run behaviour change training and tools that enables others to design more effective behaviour change interventions, through the Behaviour Change Lab
- Identify, develop, and implement behaviour change projects directly

Behaviour Change Lab

Identify opportunities for behaviour change training and tools in Indonesia, Cambodia, and Singapore, as well as throughout Southeast Asia:

- Desk-based research on behaviour change theories, concepts, and tools
- Participate in learning opportunities
- Reach out and engage with potential partners, with the communications teams

Develop behaviour change training and tools through:

- Concept notes, curricula, specifications, and training materials
- Prototypes and pilots

Promote behaviour change training and tools, with the communications teams.

Run behaviour change training, including recruiting and training facilitators.

Ensure regular reflection, monitoring, evaluation and learning, with the Programs Quality Team.

Behaviour change projects

Identify behaviour change project opportunities in Indonesia, Cambodia, and Singapore:

- Develop and implement a platform for team members to propose projects
- Network with potential local partners, with the communications teams

Develop behaviour change projects through:

- Background and desk-based research, as well as needs assessments, with the Research Team
- Community planning workshops

Implement behaviour change projects.

Ensure regular reflection, monitoring, evaluation and learning, with the Programs Learning Team.

Learning

Develop capacity to implement behaviour change activities:

- Raise and manage funds to carry out activities, with the Grants and Donations Teams
- Develop systems and procedures to guide team members through a process of identifying, developing, and implementing behaviour change projects that are in line with ActSEA's mission and values
- Provide training and mentoring to team members who are developing and implementing behaviour change projects, with the Knowledge Team
- Provide training to local partners, with the Capacity Building Team

Identify, develop, and run training in Indonesia, Cambodia, and Singapore, as well as throughout Southeast Asia.

Identify training and mentoring opportunities in Indonesia, Cambodia, and Singapore, as well as throughout Southeast Asia:

- Conduct training needs analyses with partners, with the Partnerships Team
- Gather suggestions and feedback from past and existing participants
- Engage potential participants and partners

Develop training and mentoring projects through:

- Curricula, lesson plans, and development plans
- Training materials, facilitator guides, and mentoring guides
- Pilots

Promote training and mentoring services, with the communications teams.

Run training and mentoring, including recruiting and training facilitators and mentors.

Ensure regular reflection, monitoring, evaluation and learning, with the Programs Quality Team.

Develop capacity to implement behaviour change activities:

- Raise and manage funds to carry out activities, with the Grants and Donations Teams
- Develop systems and procedures to guide team members through a process of identifying, developing, and running training and mentoring projects that are in line with ActSEA's mission and values
- Provide training and mentoring to team members who are developing and running training and mentoring projects, with the Knowledge Team

Identify, develop, and run research activities in Indonesia, Cambodia, and Singapore, as well as throughout Southeast Asia.

Identify research opportunities in Indonesia, Cambodia, and Singapore, as well as throughout Southeast Asia:

- Conduct gap analyses and desk reviews with partners, with the Partnerships Team
- Network with potential partners, with the communications teams

Develop research projects through:

- Background and literature reviews, as well as needs assessments
- Research design and planning
- Engagement with partners

Conduct research projects.

Promote research services, with the communications teams.

Ensure regular reflection, monitoring, evaluation and learning, with the Programs Quality Team.

Develop capacity to implement research activities:

- Raise and manage funds to carry out activities, with the Grants and Donations Teams
- Develop systems and procedures to guide team members through the process of conducting research that are in line with ActSEA's mission and values
- Provide training and mentoring to team members who are developing and running research projects, with the Knowledge Team

Volunteer opportunities with Programs Team:

Project	Summary	Project location	Nature of activity	Position type	Frequency	Issue area
18 issues						

Fundraising

Our Fundraising Team comprises:

Develop, secure and execute consulting services throughout Southeast Asia and globally.

Identify consulting opportunities in Indonesia and Cambodia, and Southeast Asia:

- Identify and monitor sources of calls for proposals
- Engage potential clients and partners
- Promote consulting services through online communications channels, with the Public Engagement Team

Develop and submit consulting proposals:

- Form consulting teams
- Draft proposals and CVs
- Develop repository of samples, references, and testimonials

Execute consulting assignments.

Ensure professionalism of consultants:

- Develop and enforce policies on code of conduct, compensation and insurance, expenses and claims, etc. with the HR team
- Develop templates for agreement on scope of consulting services, timesheets, etc.

Develop capacity to offer consulting services:

- Develop and enforce systems and policies to recruit and manage consultants
- Provide training and mentoring to consultants, with the Knowledge Team
- Recruit associates to strengthen and expand ActSEA's capacity, with the HR team

Secure and manage grants for general funds, core costs, programs, projects, and other activities.

Identify and develop grant opportunities in Indonesia, Cambodia, and Singapore, as well as Southeast Asia:

- Develop and maintain a database of grants and funders to monitor grant opportunities.
- Work with respective teams to identify suitable grant opportunities
- Engage potential funders with the Networks and Partnerships Teams

Write and submit proposals:

- Design and maintain general fundraising proposals
- Maintain a folder of supporting documents e.g. CVs, registration certificates, etc.

Work with respective teams to review, revise, and submit proposals.

Ensure grant compliance:

- Identify compliance requirements for successful grants, with the Legal Team if necessary
- Monitor progress towards compliance
- Submit progress, financial, and other reports in a timely manner
- Develop systems and procedures that help team members achieve grant compliance

Engage existing funders:

- Ensure timely communication with funders on grant activities
- Update funders on ActSEA's work
- Acknowledge funders on ActSEA's communications channels, with the Public Engagement Team
- Develop systems and procedures that help team members engage funders, with the Partnerships Team

Secure and manage individual donations for general funds, core costs, programs, projects, and other activities.

Develop and implement platforms to motivate and collect public donations:

- Fundraising pages on the website and other platforms, with the Media Engagement Team
- Calls to action on ActSEA's communications channels, with the Public Engagement Team
- Outreach activities (e.g. talks), with the Networks Team
- Strategic partnerships (e.g. company fundraising), with the Partnerships Team
- Payment platforms (e.g. Stripe), with the Finance Team

Strategy, design, and run donation campaigns:

- Leverage global and local events (e.g. World Toilet Day), with the Public Engagement Team
- Work with respective teams to run campaigns for specific programs, projects, or initiatives, with the Public Engagement Team

Engage existing and potential donors

- Thank and regularly update organisations and individuals who have donated
- Acknowledge donors on ActSEA's communications channels, with the Public Engagement Team
- Respond to donation and donor enquiries in a timely manner
- Develop and maintain a donor database to track donor information

Ensure the integrity of donation activities

- Develop and enforce donation policies to ensure transparency, accountability, and quality, in line with applicable laws and practices
- Document and monitor fundraising laws and practices in Singapore, Indonesia, and Cambodia, with the Legal Team

Volunteer opportunities with Fundraising Team:

Project	Summary	Project location	Nature of activity	Position type	Frequency	Issue area
Consulting	Carry out market research on consulting opportunities		Remote		One-off	

1 issue

Communications

Our Communications Team comprises:

Ensure that ActSEA's brand identity reflects our mission and values.

Define and communicate ActSEA's brand identity:

- Maintain the design of the logo, name card, and email signature
- Maintain the design of ActSEA's communications channels with the Media Engagement Team
- Design templates for regularly used documents such as proposals and reports, presentations, letterheads, etc.
- Design collateral such as the annual report, organisational profile, etc.

Support others teams to communicate ActSEA's brand identity:

- Develop and update a brand style guide
- Review their design of ActSEA's visual communications

Meaningfully engage external ActSEA supporters through online communication channels.

Develop and implement strategies to improve engagement.

- Track and analyse engagement across platforms, and identify gaps in engagement.
- Monitor social media trends across Southeast Asia, focusing on countries that ActSEA is active in.
- Develop, implement, review, and/or improve content strategies to improve engagement.

Manage communications channels.

- Schedule and publish content on communications channels.
- Monitor notifications and follow up on comments and messages.
- Ensure that profile information is up-to-date.

Create content.

- Work with relevant teams to gather content (e.g. quotes, photos, videos, etc.).
- Work with relevant teams to identify content ideas and strategies.
- Copywriting, graphic design, editing, translation, and proofreading.

Develop, implement, review, and/or improve policies, systems, and procedures to:

- Gather content efficiently and ethically (e.g. informed consent, photography, videography).
- Carry out copywriting, editing, translation, and proofreading.
- Design, edit, and finalise graphics and other visual content, and ensure that it is web-accessible
- Ensure content is up-to-date.
- Ensure that content reflects branding.

Develop capacity of the team to achieve roles and responsibilities:

- Given available resources, work with the HR to recruit team members with the relevant skills or willingness to learn.
- Work with the Finance to budget for personnel and tools.
- Work with the Fundraising to raise funds for personnel and tools.
- Work with Knowledge to equip team members with useful knowledge and skills.

Work with the Legal to keep current on relevant laws and regulations, such as data protection.

Develop relationships with supporters through platforms/forums, presentations, events, and other outreach activities.

Identify and participate in networking opportunities.

Support respective teams in participating in networking opportunities to promote their activities by designing collateral for them to use (e.g. slides, posters, brochures).

Develop and maintain a relationship management database, with the Partnerships Team.

Establish, build, and coordinate relationships with partners.

Identify potential potential partners:

- Research organisations that align with ActSEA's mission and values
- Identify potential partners from ActSEA's existing networks, with the Networks Team

Work with respective teams to develop strategic relationships with identified leads:

- Conceptualise strategic aims
- Contact and communicate with identified leads
- Formalise relationships through memoranda of understanding (MOUs) or partnership agreements, with the Legal Team
- Monitor progress towards objectives described in MOUs/agreements, and follow up as needed

Engage partners:

- Ensure partners are acknowledged on ActSEA's website and collateral
- Publicise partners on ActSEA's communications channels, with the Public Engagement Team
- Respond to partners in a timely manner, with respective teams
- Manage disputes where and as necessary

Develop capacity to manage relationships with leads and supporters:

- Develop and maintain a relationship management database to track partner information and activities, with the Networks
- Team Train team members to use the database

Facilitate meaningful and effective engagement with and between volunteers, interns, and staff.

Facilitate platforms for volunteers to engage with ActSEA and each other.

Recognise volunteers' contributions through:

- The Faces of ActSEA profiles on ActSEA's communications channels, with the Public Engagement Team
- Issue volunteer certificates, with the HR Team

Develop capacity to engage volunteers:

- Create and maintain a Volunteer Management Handbook
- Maintain volunteer information, with the HR Team
- Gather feedback from volunteers to improve volunteer engagement

Volunteer opportunities with Communications Team:

Project	Summary	Project location	Nature of activity	Position type	Frequency	Issue area
7 issues						

Learning

Our Learning Team comprises:

Increase the knowledge and skills of team members to contribute to ActSEA's mission and activities.

Identify competencies that team members need and want to improve:

- Develop competency frameworks for each team and role
- Design an internal training curriculum

Develop and implement internal initiatives to develop identified competencies:

- Personal development plans, especially for staff and interns
- Online sharing sessions, with the Volunteers Team
- ActSEA Resource Centre
- Sharing of external learning opportunities e.g. courses, webinars, etc.
- Sharing of resources e.g. websites, articles

Provide financial and non-financial support for team members to participate in external learning opportunities

Support the programs teams in improving the quality of their projects through mechanisms for reflection, monitoring, and evaluation.

Design and implement to gather reflection from team members, feedback from stakeholders, and data on project processes and outcomes, with the programs teams:

- Design mechanisms for gathering feedback and reflection during the project planning phase, including ensuring that project proposals include monitoring and evaluation plans
- Regularly monitor the progress of projects
- Evaluate projects at appropriate timeframes
- Conduct independent evaluation of projects

Ensure that ActSEA acts on lessons learned:

- Compile and share lessons learned in a common database
- Monitor the progress of follow-up actions
- Collect and disseminate best practices to respective teams

Develop capacity to gather reflection, feedback, and data:

- Develop and enforce systems and policies to gather reflection, feedback, and data, and to act on lessons learned
- Provide training and mentoring to team members who are monitoring and evaluating projects, with the Knowledge Team

Increase ActSEA's organisational capacity to achieve our mission and strategies.

Assess ActSEA's organisational capacity:

- Design capacity assessments
- Design and implement feedback mechanisms
- Gather and analyse data and feedback
- Make recommendations to respective teams to improve organisational capacity

Ensure the implementation of recommendations:

- Monitor the progress of follow-up actions
- Support respective teams to implement recommendations

Develop capacity to assess organisational capacity:

- Design and implement an organisational capacity framework suitable to ActSEA
- Provide training and mentoring to team members who are assessing organisational capacities, with the Knowledge Team

Volunteer opportunities with Learning Team:

Project	Summary	Project location	Nature of activity	Position type	Frequency	Issue area
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[6 issues](#)