

Organisation structure

ActSEA comprises teams organised around its functions: Management, Programs, Fundraising, Communications, and Learning. In addition, the governing boards in Indonesia, Cambodia, and Singapore work to ensure governance and accountability, while the Core Team shapes ActSEA's strategy.

DRAFTING

 in progress, thank you for your patience!

Types of roles

The roles available at ActSEA are characterised by purpose, commitment and remuneration. In general, ActSEA is flexible with how team members want to engage with ActSEA.







Role	Purpose of role	Hours per week	Duration	Remuneration	Definitions
Staff		Full time or part time	Typically three months to determine mutual suitability, followed by a permanent contract if funding is available.	Yes, a monthly salary	About 40 hours per week Typically 16 or 24 hours per week Contributes a few hours per week or month over a long period of time Contributes here and there but remains active over the long term Will exit after completing a role, project, or task
Consultant	For team members who contribute expert knowledge	Typically ad-hoc or one-off	Depends on the role/assignment	Depends on whether the role /assignment is funded	
Trainee / Intern	For students and young professionals to gain work experience	Full time or part time	Usually at least a few months	Depends on whether funding is available	
Volunteer		Regular, ad-hoc or one-off	Depends on the volunteer's availability and interest	No	

Teams

Team	Department	Purpose	Status
Organisational effectiveness	<div></div> Learning	Increase ActSEA's organisational capacity to achieve our mission and strategies.	COMPLETE
Programs quality	<div></div> Learning	Support the programs teams in improving the quality of their projects through mechanisms for reflection, monitoring, and evaluation.	COMPLETE
Knowledge	<div></div> Learning	Increase the knowledge and skills of team members to contribute to ActSEA's mission and activities.	COMPLETE
Volunteers	<div></div> Communications	Facilitate meaningful and effective engagement with and between volunteers, interns, and staff.	COMPLETE
Partnerships	<div></div> Communications	Establish, build, and coordinate relationships with partners.	COMPLETE
Networks	<div></div> Communications	Develop relationships with supporters through platforms/forums, presentations, events, and other outreach activities..	COMPLETE

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Public engagement	 Communications	Meaningfully engage external ActSEA supporters through online communication channels.	COMPLETE
Branding	 Communications	Ensure that ActSEA's brand identity reflects our mission and values.	COMPLETE
Donations	 Fundraising	Secure and manage individual donations for general funds, core costs, programs, projects, and other activities.	COMPLETE
Grants	 Fundraising	Secure and manage grants for general funds, core costs, programs, projects, and other activities.	COMPLETE
Consulting	 Fundraising	Develop, secure and execute consulting services throughout Southeast Asia and globally.	COMPLETE
Research	 Programs	Identify, develop, and run research activities in Indonesia, Cambodia, and Singapore, as well as throughout Southeast Asia.	COMPLETE
Capacity building	 Programs	Identify, develop, and run training in Indonesia, Cambodia, and Singapore, as well as throughout Southeast Asia.	COMPLETE
Behaviour change	 Programs	<ul style="list-style-type: none"> 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 	COMPLETE
Community development	 Programs	Identify, develop, and implement community development projects in Indonesia and Cambodia.	COMPLETE
Admin	 Management	Ensure the efficient organisation and flow of information among ActSEA teams in order to achieve ActSEA's mission and strategy.	COMPLETE
Legal	 Management	Ensure that ActSEA complies to applicable laws as well as ensure ActSEA's legal rights in countries of operations (Indonesia, Cambodia, and Singapore).	COMPLETE
HR	 Management	Empower ActSEA's team members to perform effectively and happily by developing and maintaining relevant and appropriate HR systems, policies, and procedures.	COMPLETE
Finance	 Management	Ensure sound financial management through established processes, controls and safeguards in order to protect ActSEA's fiscal integrity.	COMPLETE
Core Team	 Management	Drive the planning, implementation, and monitoring of ActSEA's strategy to achieve our vision, mission and values.	COMPLETE

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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.

INCOMPLETE
