

Advocacy & Membership Manager – Job Description

Reports to: Executive Director

Based in: Singapore

Role Summary:

We are seeking an Advocacy & Membership Manager who will support the EU-ASEAN Business Council's programmes and initiatives across various industry sectors. The successful candidate will be responsible for crafting and executing cross-cutting advocacy strategies that generate growth and value for our members and provide support on retaining existing members and gaining new members. He/she will stay on top of the latest public policy developments in Southeast Asia and be a part of solving public policy challenges that strengthen the EU-ASEAN economic relationship. A good and deep understanding of trade and investment policies, the ASEAN Economic Community, and EU-ASEAN trade and investment relations (including FTAs) will be necessary for the role, together with an ability to work on multiple issues and manage cross-cutting topics with multiple stakeholders.

Responsibilities

- Plan, manage, and execute advocacy efforts in support of the EU-ABC's advocacy groups and its overall mission.
- Oversee the running of various advocacy groups, encouraging them to meet on a regular basis.
- Coordinate and work across the EU-ABC's Advocacy Groups to drive synergistic initiatives in ASEAN countries, creating public-private engagement opportunities such as regular dialogues and consultations and also the development of position papers as needed.
- Working with the Events and Communications Manager, develop programmes such as roundtables, briefings, seminars and workshops that advance the objectives of the members.
- Identify and build strong relationships and build coalitions with governments, multilateral organisations, trade associations, and other key stakeholders.
- Monitor policy developments in Southeast Asia and provide regular analytical updates to members.
- Liaise with existing members to gain insight of their issues and provide support to retain them as members.
- Identify and liaise with potential new members to promote the EU-ABC to them with a view to adding to them as members of the EU-ABC.

Qualifications and Requirements:

- Minimum of a Bachelor's degree in related field such as Economics, International Relations, Political Science, East Asian Studies. A Master's Degree is a major plus.

- 2-5 years of demonstrated knowledge and experience on trade and/or international relations issues.
- Keen interest and understanding of Southeast Asian political systems, public policy formulation, and business environment. Knowledge of ASEAN as an organisation is a plus.
- Experience successfully managing programmes, events and budgets, and tracking and advocating on policy issues.
- Must be highly organised, detail-oriented and be able to successfully handle multiple tasks at the same time.
- Exposure to European Companies, organisations and/or political systems would be ideal.
- Must be fluent in English with strong written and verbal communication skills. Should be able to demonstrate the ability to produce high-quality English-language publications.
- Must have good research skills and be able to learn and absorb quickly.
- Must be able to interact with all organisational levels including senior management of member companies, senior government leaders from ASEAN countries, academics, think tanks and media.
- Must be willing to work beyond normal business hours in order to support EU-ABC activities.
- Must be willing to travel within Southeast Asia and possibly to Europe.
- Must understand and abide by the Foreign Corrupt Practices Act of the United States, the UK Bribery Act, and any other applicable or relevant legislation covering similar issues.