



JOB DESCRIPTION:

Regional Communications Manager

Singapore or Remote

BACKGROUND:

Established by the World Economic Forum in collaboration with the ASEAN Secretariat in 2015, [Grow Asia](#) is a multi-stakeholder platform that builds partnerships to broker market driven solutions for more inclusive, resilient, and sustainable food systems in Southeast Asia. We do this by convening global and regional stakeholders from key public, private, civil society and farmer organizations to: (1) co-create programs and interventions around macro-level issues (e.g., climate change adaptation and resilience) or specific commodities (e.g., corn), (2) develop and share best practice, and (3) create an ecosystem that supports pre-competitive collaboration.

The Grow Asia network comprises our regional office in Singapore and six national chapters - which we refer to as our Country Partnerships - in Cambodia, Indonesia, Myanmar, Papua New Guinea, the Philippines and Viet Nam. The network collectively engages 580+ partner organizations and supports 44 Working Groups that are reaching over 2 million smallholders across Southeast Asia.

As of 2020, Grow Asia has been accredited as an Entity Associated with ASEAN. The accreditation recognizes the important role Grow Asia plays in the region, particularly in facilitating multi-stakeholder partnerships for more inclusive, resilient and sustainable food systems in our region.

THE ROLE:

Grow Asia is hiring a Regional Communications Manager to support us in cementing our position as a leader in building multi-stakeholder, market-driven and action-oriented partnerships for more inclusive, resilient and sustainable food systems. The Regional Communications Manager will support the development and implementation of Grow Asia's communication strategies, maintain our digital and online platforms (e.g., website, social media presence) and, in collaboration with the broader Grow Asia team, highlight our successes and learnings while effectively communicating the complexity of the issues facing our region's food system. The Regional Communications Manager will also support the planning and execution of key Grow Asia events, including the annual Grow Asia Forum and regional meetings.

While reporting to our Partnerships & Communications Lead, in this role you will work closely with various internal and external stakeholders to increase awareness of, and appreciation for, Grow Asia's contribution to sustainable agricultural development. These stakeholders include our four Regional Flagship teams (i.e., agri-food innovation, women's economic empowerment, responsible agricultural investing, and climate change adaptation and resilience), our six Country Partnerships and representatives from our network of 580+ partner organizations, including the ASEAN Secretariat and the World Economic Forum.

We're looking for an independent thinker and problem solver, with a strong sense of ownership, who thrives in a highly collaborative environment. The successful candidate must be comfortable translating complex

ideas and programs into interesting insights for external audiences. Excellent writing skills, critical thinking, and the ability to see opportunities and challenges from multiple perspectives is a must.

RESPONSIBILITIES include but are not limited to:

Strategic Communications:

- Design - in collaboration with Grow Asia's Partnerships & Communications Lead - and implement an effective and innovative regional communications strategy to further enhance Grow Asia's profile as a leader in building multi-stakeholder, market-driven and action-oriented partnerships for more inclusive, resilient and sustainable food systems.
- Support, advise, and encourage all Flagship Teams and Country Partnerships in developing communications plans that translate their long-term strategy into highly effective marketing and communications initiatives.
- Support the Grow Asia's engagement at key opportunities such as the World Economic Forum Annual Summit and special meetings.
- Identify, secure and manage partners that are well placed to support Grow Asia's communications objectives.
- Put in place metrics and tools for tracking partners' satisfaction with Grow Asia's services.
- Monitor public and policy-maker opinions and trends relevant to Grow Asia and adapt communications in response.

Media and Public Relations:

- Identify and exploit opportunities to raise Grow Asia's global profile with media, policy-makers, implementing agencies, donors, and the public. This includes managing, with the support of vendors and Grow Asia's flagship teams:
 - An editorial pipeline that will drive regular media and online media coverage in major national and global publications
 - Special projects or campaigns to publicize and support Grow Asia
- Ensure a broad, innovative, and dynamic digital presence in all areas, which includes the management of Grow Asia's social media calendar
- Oversee the execution of major events, including the Grow Asia Forum, Grow Asia's Governance Council Meetings and other key regional events.

Communications Collateral and Publications:

- Lead the development of this expanding array of Grow Asia communication and outreach materials, including an annual report, regular newsletters, flagship publications, and other informational materials, ensuring that they are produced, disseminated, and promoted to the highest standards
- Manage vendors and guide new hires to effectively support the development of Grow Asia communications assets.

THE SUCCESSFUL APPLICANT:

- Bachelor's degree in a discipline related to the position (e.g., communications, sociology, international development, agriculture, business, or equivalent)
- 5 years of work experience in a communications agency or in-house function, ideally in the food, agriculture, and/or sustainable development space
- Excellent written and oral communications skills, with fluency in spoken and written English and, ideally, another Southeast Asian language
- Excellent attention to detail
- Ability to translate complex ideas and programs into interesting insights for external audiences

- Technical know-how of fundamental communications tools, including for website management (e.g., WordPress, Wix), social media (e.g., LinkedIn, Twitter), customer engagement (e.g., Mailchimp, SurveyMonkey) and design (e.g., InDesign, Photoshop, Canva)
- Strong interpersonal skills, with the ability to effectively interface at all levels of seniority both internally and with our partners in the public, private and civil society space
- Ability to work independently, with a lateral mind that can recognize content and marketing opportunities
- Experience working with diverse teams across geographies
- High level of integrity and commitment to socio-economic development and food systems transformation

Location: Singapore or Remote (Southeast Asia)

Travel requirement: Up to 20%, mainly within Southeast Asia

Salary: Competitive

Start date: Immediate

WHAT'S ON OFFER:

In addition to a competitive salary, this role provides a unique opportunity to (1) develop your capabilities and broaden your skill set in an organization that supports continuous growth, (2) work with a highly motivated, collaborative, efficient and compassionate team that also values autonomy, (3) be part of a dynamic, well-respected and credible entity in Southeast Asia, (4) connect with the World Economic Forum and its Food Action Alliance and Food Innovation Hubs, and participate in the global agenda on food security and agricultural development, and (4) contribute to social, economic and environmental progress in Southeast Asia and beyond.

HOW TO APPLY:

Qualified applicants are invited to send your resume, cover letter and a design and writing sample to careers@growasia.org by **Monday 27 June 2022**. We ask that you kindly include your name and the position you are applying for in the subject line (e.g., "Application: Regional Communications Manager – Your Name").

Due to the volume of applications expected, only shortlisted candidates will be notified.

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As a multi-stakeholder platform we believe all voices matter, and we actively seek to bring them to the table. Aligned with this ethos, Grow Asia is committed to equal employment opportunity regardless of race, religion, sex, national origin, sexual orientation, age, marital status, disability or gender identity.