



## **JOB DESCRIPTION - NETWORK COORDINATOR**

### **WiFN –Fiji Network Coordinator TOR**

#### **Objectives**

The Coordinator, under the overall guidance of the WiFN-Fiji Executive Committee, manages the Women in Fisheries Network – Fiji (WiFN-Fiji). S/he reports to the Executive Committee Chair and ensures the WiFN-Fiji achieves its objectives under current and future funded initiatives. The Coordinator leads the development and review of the WiFN-Fiji five-year strategic plans and workplans that reflect the objectives and values of the organisation's constitution. S/he also leads the production of knowledge products. The Coordinator engages the WiFN-Fiji members in different activities to ensure that members' expertise and knowledge add value to the network's activities and objectives. At the same time, the Coordinator helps identify and build a network of fisher women, women's support groups, fisheries and gender practitioners and researchers, with an interest in supporting women in fisheries in Fiji.

Specific duties and responsibilities include, but are not limited to:

- Develop/review the Networks strategic and fundraising plans, annual work plans and budgets and timely approval by the Executive Committee members;
- Overseeing the implementation of strategic plans, work plans and all project deliverables and the preparation of annual reports and production of knowledge products;
- Overseeing the financial, administration and management of the WiFN-Fiji;
- Meeting regularly with the Executive Committee to report on progress against grant deliverables and activities in WiFN-Fiji's strategic plan;
- Growing the WiFN-Fiji membership with increased engagement of members in various activities as well as building strong partnerships with key stakeholders;
- Lobbying with government (women in fisheries issues) and effectively engaging the Ministry of Women and Department of Fisheries, and other relevant government stakeholders to influence evidence-based relevant fisheries and gender policies;
- Representing WiFN-Fiji's interests at local, provincial and national levels;
- Conducting/facilitating research on the role of women in fisheries in Fiji and related emerging issues;
- Supporting the economic empowerment and social wellbeing of women fishers, middlewomen and sellers engaged in the fisheries sector;
- Supporting the sustainable management of fisheries and the ecosystem systems that support them;
- Preserving traditional ecological knowledge of fisheries species and their management;
- Facilitating training and capacity building on sustainable fisheries, small business development and marketing;
- Production of education, outreach and other communication materials;
- Communicating and promoting the WiFN-Fiji in relevant national, regional and international workshops, meetings and fora; and
- Writing management plans, reports (technical and donor), articles and other types of print materials, as required.