

Job Title	Coalition Coordinator, Pakistan
Reporting to	Senior Manager Mental Health and dotted line to Co-secretariat, Pakistan Mental Health Coalition
Line Management responsibility	None
Location	Karachi, Pakistan

About the British Asian Trust

The British Asian Trust is a diaspora-led international development organisation, delivering high quality programmes in South Asia. Since our formation, we have impacted the lives of over 13 million people across South Asia with high-impact interventions to address the subcontinent's critical unmet needs in areas of livelihoods, mental health, education, child protection and conservation. We believe that traditional approaches to development cannot alone defeat poverty and inequality. We are passionate about innovation and disruption, and we are global pioneers in using social finance products to drive positive change. Our focus, at all times, is on outcomes and impact.

Job Purpose

The Pakistan Mental Health Coalition (PMHC) is a network of organizations and individuals passionate about helping the people of Pakistan affected by stress and mental health problems. The vision of the PMHC is to collaboratively promote a holistic and multisectoral approach for mental health in Pakistan. The PMHC has two co-secretariats, the British Asian Trust and Taskeen Health Initiative. Although, the coordinator will be an employee of the British Asian Trust, the role will support both secretariats.

We are looking to hire a Coalition Coordinator who will work with the PMHC secretariats to:

- Collaborate and work closely with the member organizations of the coalition to promote coalition's mission and goals.
- Attend and coordinate coalition meetings, keep/circulate minutes and maintain coalition documents in an online repository.
- Oversee all external and internal communications of the coalition under the supervision of the coalition secretariats.
- Develop and implement communications strategy with the communication manager including website development, newsletter and social media.
- Work on dissemination of content worked on by the coalition and various working groups in a monthly newsletter or monthly updates.
- Support in planning and coordination of events related to the coalition.
- Support the mental health program team with learning and updates from the coalition.
- Manage processes for inducting new members into the coalition and engaging existing members.
- Ensure continuity of working groups within the coalition and manage and coordinate monthly meetings.
- Integrate learnings from working groups into ongoing mental health programs of co-secretariat organizations and the relevant PMHC working groups. Manage, coordinate and organise the Annual General Body event of PMHC.
- Support the development and implementation of monitoring and evaluation (M&E) frameworks for coalition activities.
- Facilitate performance reviews of coalition initiatives and support the reflection and adaptation of strategies based on findings.

Key relationships

Internal:

Pakistan Programmes teams and Pakistan SMT team, Communications, Taskeen Health Initiative Team

External:

Relevant partners and stakeholders, government, advisors and sector experts.

Job-related knowledge, skills and experience

Qualifications

- Bachelors'/Masters' degree or relevant experience in public health or related field such as health education, administration, policy/planning, or in community/organizational psychology. OR
- Bachelor's degree and minimum of 2 years of appropriate experience in managing or coordinating a community-based public health or voluntary health-related agency could be substituted for advanced degree.

Skills and Competencies

- Experience with community engagement
- Proven ability to work independently
- Public relations or marketing skills
- Excellent organizational skills
- Excellent interpersonal and communication skills
- Knowledge of the research process
- Highly proficient with Microsoft Office suite like Excel, PowerPoint, Word and other applications like Canva
- Fluent in both English and Urdu.

Personal qualities and attributes

- Ambitious, innovative, target driven and self-motivated.
- Demonstrates acute awareness of personal presence and its influence, adeptly modulating communication style and approach to resonate with diverse audiences and achieve desired outcomes.
- Standard setter of a collaborative working culture which encourages transparency and open communication.
- Trustworthy, patient, yet flexible and agile.
- Strong relationship builder and enjoys working as part of a team. Excellent at managing relationships to achieve organisational goals.
- Open to new ways of working, learning new tasks and skills as required.
- Passionate about the development sector and commitment to the values and ethos of the British Asian Trust.
- Deep commitment to the mission of British Asian Trust and the organisation's goals.
- Able to anticipate and address complex problems with innovative solutions