

# AWS CHINA COORDINATOR

## JOB ADVERTISEMENT

**LOCATION:** Shanghai

**SALARY:** Competitive depending on experience

**STARTING DATE:** As soon as possible

**APPLICATION CLOSE DATE:** Until filled

### CONTEXT

Alliance for Water Stewardship (AWS) is a global membership-based collaboration that connects organisations dedicated to promoting responsible use of freshwater. Our members include businesses, NGOs and public sector organisations. Members contribute to the sustainability of local water-resources through adoption and promotion of a universal framework for the sustainable use of water – the International Water Stewardship Standard, or AWS Standard – that drives, recognises and rewards good water stewardship.

The AWS Standard provides a globally applicable framework for major water users to understand their water use and impacts, and to work collaboratively and transparently for sustainable water management within a catchment context. The AWS Standard System includes third-party certification and a network of accredited professional service providers to support and assess the implementation of the Standard.

The AWS Standard System is overseen by a multi-stakeholder governance structure and fuelled by information from members, partners and a growing number of local water stewardship networks, coordinated by our regional partners and representatives. Knowledge and learning are fundamental to both our ambitions for growth and the integrity of the AWS System. By connecting organisations at the forefront of collaboration on water, AWS facilitates the exchange of knowledge to advance the uptake of water stewardship worldwide.

Our work in China has progressed positively over recent years with important partnerships and strong levels of engagement and interest in AWS certification. In 2023, we established a Representative Office in Shanghai, the leadership of which falls under the remit of the China Representative who is also responsible for developing and leading the implementation of our strategy for growth and impact in China.

### ROLE

The AWS China Coordinator will work in the AWS Shanghai Representative Office reporting to the AWS China Representative. This role is key for the growth and impact of the AWS System in China. The AWS China Coordinator will support the work of AWS China Representative, undertake internal and external communications and coordinate the delivery of the AWS's strategy for China in collaboration with the AWS global team. Central to the objectives of the role is to ensure the efficient operation of the Representative Office by optimising outreach to businesses and networking, building off our already significant progress to attract participation from key stakeholders in China.

This role can be based at home or in the Representative office located in Jing'an District of Shanghai. Travelling in China (once or twice a month at most) or overseas (once or twice a year) is required. As a member of our global team, participating in meetings outside of normal working hours, sometimes late in the evening is necessary, while we offer flexible working time.

### KEY RESPONSIBILITIES

- **Network building:** Outreach to expand the domestic water stewardship community; build water stewardship networks for different sectors; organise and participate in networking events to share water stewardship information and practices.
- **Membership development:** Continuously increase the number of domestic AWS Members and their industrial diversity; follow up on annual membership renewals.
- **Business promotion:** Organise or participate in various events to publicise AWS and promote AWS Standard Certification.
- **Training:** Develop and translate training material; promote and convene AWS System training in China; delivery online or in-person training in Chinese or English.
- **Daily communication:** Answer users' questions about the implementing the AWS Standard or forward relevant questions to colleagues for response.
- **Knowledge base building:** Build water stewardship knowledge base; translate and write materials in English and Chinese; update and maintain the information and publications on the AWS Chinese website, working closely with the AWS Communications Team.

### QUALIFICATIONS

- Strong interest in working in the areas of water management, environment, sustainability, etc.
- Bachelor's degree or above
- Over five years' work experience, preferably in more than one manufacturing industry
- Proficient in dealing with diverse stakeholders like government organisations, private or non-profit sectors, and comfortable working in a global team across multiple time zones
- Extensive experience in delivering training, preferably with a teaching certificate or similar qualification
- Professional fluency in English
- Strong speaking and writing skills in Mandarin Chinese

### HOW TO APPLY

Please send an email with the subject line 'VACANCY: CHINA COORDINATOR' to [gail@a4ws.org](mailto:gail@a4ws.org) and copy [jason@a4ws.org](mailto:jason@a4ws.org). Please include the following attachments in English:

- A cover letter explaining why you are interested in the position and demonstrating how you think you are qualified for it
- A succinct summary (maximum 1 page) of your vision for AWS's development in China
- Your current CV with email addresses and telephone numbers of two referees
- An indication of your availability and expected remuneration, if selected

Applications will be assessed on a rolling basis until the position is filled. Only shortlisted candidates will be contacted. Unfortunately, we cannot provide feedback to unsuccessful candidates.

**AWS is an equal opportunities employer and do not discriminate on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.**

**AWS will comply with all relevant Privacy and GDPR regulations regarding candidate data retention.**