



Terms of Reference

Lao Land Resource Centre (LLRC) Manager

The Lao Land Resource Centre (LLRC) Manager will assume responsibility for all day-to-day management of Lao Land Resource Centre. The LLRC will:

1. **Be a safe space for LIWG members** to promote LIWG members' knowledge products, cases studies, studies, reports and exchange of experiences and lessons learned. It will facilitate regular dialogue to learn from each other, share solutions, mobilize network members, strengthen and build new partnerships, and foster a stronger sense of solidarity amongst those working on land issues in Laos.
 2. Facilitate easier **access to land and natural resource information** via online and offline national platforms. This component includes '**sense making**' to repackage and disseminate land information using different channels accessible for specific audiences, including policy makers, donors, farmers, rights advocates, private sector, students, and media influencers.
 3. Support members in **connecting and amplifying the voices of LIWG members and smallholder farmers**. The Centre will support members to develop cases studies and conduct farmer-led research, provide small grants for co-producing knowledge, documenting and sharing case studies, and convening forums for local champions to share their stories at local and national levels.
- **Responsible to:** The LLRC Project Management Committee, composed of LIWG Secretariat, VFI, and at least one other LIWG member.
 - **Will work in direct coordination with:** LIWG Communications Officer (LIWG CO)
 - **Direct Management Responsibility:**
 1. LLRC Assistant
 2. LLRC Volunteers

MAJOR RESPONSIBILITIES:

The Lao Land Resource Centre (LLRC) Manager is mainly responsible for the following actions:

- Furthering the development and maintenance of an exciting, interactive space to meet the needs of the LLRC's strategy
- Marketing/promoting the LLRC and linking people and organizations together
- Taking the lead in the preparation of displays, book/paper launching events, campaigns, Student Days, guest speakers, & other outreach activities
- Supporting other key stakeholders and staff to manage Centre resources, including library materials, on-line resources, videos, website, online discussion groups, etc.

- Performing other related tasks as required

Also, the LLRC Manager will:

- Work with the LIWG CO to support the development of a refined *strategy* for improving the resource and outreach centre, including how this centre will engage with smallholder farmers
- Support the LIWG CO to find and use creative means of communication, networking, and collaboration among government, NGO, private sector, and other stakeholders

Personal/Professional Characteristics:

- Lao National
- Dynamic, outgoing, creative and organized
- Willing to take risks and reach out to multiple stakeholders
- Able to maintain a space and atmosphere that promotes learning, sharing of knowledge and collaboration

Experience:

- Marketing/Event management experience or skills required
- Organization of documents, materials and tools for easy access and public display
- Capacity to represent the Centre to various stakeholders
- Capacity to supervise and manage 2-3 LLRC staff, plus volunteers
- Willingness and capacity to learn about Lao land and natural resource issues
- Experience with communications and mass media, and willingness to learn about document management
- Computer skills: word processing, spread sheets, email, internet

Education/Language Skills:

- Minimum of Bachelor Degree in appropriate field
- Fluency in Lao language
- High comfort level in spoken English, high capacity in reading English, and moderate capacity in writing English.

Please send CV and cover letter to the following:

Rick Reece

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