



## **VOLUNTEER POSITION DESCRIPTION**

### **For unpaid opportunity with Amnesty International Australia**

**Position Title:** Campaign Support Volunteer

**Manager:** Campaign Support Coordinator

**Team/Department:** Impact Team

**Location:** The placement is being offered as a hybrid arrangement with an opportunity to work from Amnesty Action Centre across Australia and some days online via Zoom and as a working from home (WFH) arrangement.

This presents an exciting opportunity for people from remote and regional communities from all around Australia to apply.

**Hours:** 21 hours/week - three days per week (days and hours are flexible and can be negotiated to accommodate personal circumstances)

**Dates:** Monday 18th September 2023 - Friday 22nd March 2024 (6.5 months duration)

- The program runs for 6.5 months and includes a 2 week induction, 5.5 month program and 2 week handover.
- The 2 week Induction Program involves training, handover and shadowing opportunities. It is facilitated over 6 days, 3 days/ week.

**Induction time and dates will be shared with successful candidates after interviews have been completed.**

All successful applicants are required to attend this induction as it provides the foundation to the role.

**Position Overview:** Amnesty International Australia is seeking to recruit Campaign Support Volunteers, for our Campaigns Support Team.

As an essential member of the Campaigns Support Team, you will be allocated to one of the teams related to our campaigns work. This currently includes the following areas: Refugees rights campaign; Human Rights Act, Community is Everything campaign and the Indigenous Rights Team; Individuals at Risk and the International reactive campaign team.





You will also be responsible for managing and responding to requests for assistance from asylum seekers, refugees, people in detention and other individuals at risk in Australia and overseas. You will be assigned to one of our casework streams - Refugee Rights, Human Rights, Detention Rights and/or Pride Rights.

You may also be responsible for researching and preparing reports about human rights abuses in Australia and overseas, drafting submissions, ministerial intervention letters and policy documents.

The Campaigns Support Team is an excellent opportunity to gain valuable professional work experience and skills, receive weekly training sessions and represent one of the world's leading human rights organisations.

**About the team:**

Depending on which team you are allocated to, members of the Campaigns Support Team may be responsible for:

- Monitoring complex cases and, where appropriate, helping to advocate on behalf of detained asylum seekers, refugees, and other individuals at risk.
- Researching issues relating to refugee laws and policies in Australia and overseas and drafting submissions to assist the Refugee Advisor, preparing senate estimate summaries and political briefings.
- Providing project management and research assistance to campaigners and key campaigns.
- Researching issues relating to human rights abuses in Australia and overseas and preparing research reports to assist the Individuals at Risk and highlight cases of concerns to Amnesty International's researchers.
- Research various matters of concern relating to systemic human rights violations and work undertaken by the International Campaigns team.
- Analysing reports of human rights violations in Australia relating to Aboriginal and/or Torres Strait Islander people and providing research support to the Indigenous Rights team and Community is Everything Campaign.

**Main  
Responsibilities:**

- Respond to requests for assistance and manage cases by providing referrals to legal, migration, health, and welfare service providers;





- Campaign research and prepare reports relating to refugee policy and human rights concerns;
- Assist campaigners for key campaigns as required
- Assist colleagues in other teams as required;
- Maintain case files as well as case management spreadsheets in accordance with record keeping policies and procedures;
- Working with Brands team to brief, write and publish blogs and key research reports to the AIA website
- Creating and sharing website content with Brand and Story and Content teams for organic and paid promotion
- Creating reports to evaluate influencer activations and website content performance
- Carrying out other ad hoc tasks and administrative duties as required.

**Selection Criteria:**

- Current or completed tertiary or post-graduate qualifications in a relevant field (eg. International/Government Relations, Development Studies, Law, Human Rights, Political Science, Social Sciences, Social Work, Media and Journalism).
- Excellent written and oral communication skills and cultural competency.
- The ability to work independently and as a member of a team.
- The ability to manage competing demands and high volume workloads.
- Strong research and writing skills ie. experience researching and preparing country reports, submissions, policy briefings or articles for publication.

**Desired Criteria:**

- Familiarity with and a strong interest in human rights issues  
Lived experience or experience working with people from refugee backgrounds, asylum seekers, people in detention, Aboriginal and Torres Strait Islanders or clients with complex cases.
- Case management or client service experience.
- Training and experience engaging with vulnerable people with mental health concerns.
- Knowledge of the Australian Privacy Principles and experience handling personal and sensitive information.
- Strong proficiency with Excel, PowerPoint and Word





# Position Description

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- Understanding of how to use social media platforms such as Instagram, Facebook, YouTube, TikTok and Snapchat to drive organisational / project objectives
- Online writing skills
- WordPress or other CMS skills
- Google Analytics skills

## How to Apply:

To apply for a position as a Campaign Support Volunteer, please go to our Career's page on our website where you will be directed to complete your application, including:

- addressing the selection criteria questions and
- attaching your current resume or CV

**Applications are due by 11:59 pm (AEST) Sunday 20th August 2023.**

Late applications will not be considered.

All volunteer placements are unpaid.

**Aboriginal and/ or Torres Strait Islander people, people with lived experience, people from asylum seeker/ refugee and culturally diverse backgrounds are strongly encouraged to apply for these roles.**

## Diversity, Equality and Inclusion at Amnesty:

We are committed to equal opportunities in all areas of our work, community and partner relationships. We want people to achieve their full potential, which will positively impact our work and the communities in which we operate. At Amnesty International Australia, our values empower people to be themselves within an inclusive and supportive environment. We are a movement of people from all walks of life around the world. We intend to actively contribute to building a more diverse and inclusive team.

***This opportunity within Amnesty International Australia is on a volunteer and unpaid basis. There is no intention to enter into an employment or legal relationship by either party in fulfilment of the duties as specified in this position description. By accepting this opportunity you agree to the above.***

## About Amnesty International Australia

We are an independent, global movement that campaigns courageously for human rights for everyone.





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Amnesty International Australia  
[www.amnesty.org.au](http://www.amnesty.org.au)

We're ordinary people from all walks of life, using our passion and commitment to bring torturers to justice, change oppressive laws and free people imprisoned just for voicing their opinion.

We're independent of any government, political ideology, economic interest or religion to ensure we can speak out on human rights abuses wherever they occur.

We stand for equality, justice, freedom, and human dignity and uphold these values:

- **Empowerment** – we build people power
- **Persistence** – we are resolute in pursuit of our goals
- **Integrity** – we hold ourselves to the highest standards
- **Courage** – we are fearless in upholding human rights

Everyday we move closer to a world where human rights are enjoyed by all.

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## Acceptance

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

