



VOLUNTEER POSITION DESCRIPTION

For unpaid opportunity with Amnesty International Australia

- Position Title:** Campaign Support Volunteer
- Manager:** Casework Coordinator
- Team/Department:** Campaigns Support Team
- Location:** Sydney Action Centre
Level 1, 79 Myrtle St
Chippendale, Sydney
- Hours:** 9am-5pm, three days per week (flexible hours considered)
- Effective Date:** 3 March 2020 – 25 September 2020 (7 months duration)
- Position Overview:** Amnesty International Australia is seeking to recruit part-time, Campaign Support Volunteers, for our Campaigns Support Team.

The program runs for seven months and includes a two week induction, six month program and two week handover, from 3 March 2020 to 25 September 2020.

As an essential member of the Campaigns Support Team, you will be allocated to one of 5 teams related to our campaigns work. This currently includes the following areas: Refugees; My New Neighbour Campaign; Community is Everything and Indigenous Rights Team; Individuals at Risk and the International campaign team. You may be responsible for responding to requests for assistance from asylum seekers, refugees, people in detention and other individuals at risk in Australia and overseas. You may also be responsible for researching and preparing reports about human rights abuses in Australia and overseas, drafting submissions 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:** Members of the Campaigns Support Team may be responsible for:
- Receiving, triaging, and responding to new phone, email, and in-person requests for assistance.





- Monitoring complex cases and, where appropriate, helping to advocate on behalf of detained asylum seekers, refugees, and other clients.
- Researching relevant country information and preparing country research reports to assist community legal centres providing migration assistance to asylum seekers seeking protection in Australia (Country of Origin Information Reports).
- Researching issues relating to refugee laws and policies in Australia and overseas and drafting submissions to assist the Refugee Coordinator, preparing senate estimate summaries and political briefings.
- Providing project management and other assistance to the Refugee Campaigner and My New Neighbour Campaign..
- Researching issues relating to human rights abuses in Australia and overseas and preparing research reports to assist the Individuals at Risk and International teams and highlight cases of concerns to Amnesty International's researchers.
- 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;
- Research and prepare reports relating to refugee policy and human rights concerns;
- Assist colleagues in other teams as required;
- Maintain hard and soft-copy case files as well as case management spreadsheets in accordance with record keeping policies and procedures; and
- 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, Business Studies).





- 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.

Desired Criteria:

- Experience working with refugees, asylum seekers, people in detention, Aboriginal and Torres Strait Islanders or clients with complex cases.
- Training and experience engaging with vulnerable people with mental health concerns.
- Experience preparing reports, submissions, policy briefings or articles for publication.
- Case management or client service experience.
- Knowledge of the Australian Privacy Principles and experience handling personal and sensitive information.

How to Apply:

To apply for a position as a Campaign Support Volunteer, please go to <insert link to ad on AIA 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 9am Monday 27th January 2020.

If you are successful, you **must** be available to attend the induction program from Mon- Wed 2nd- 4th March and 9th- 11th March 2020 as this provides the foundation to the role.

All volunteer placements are unpaid.

Aboriginal and/or Torres Strait Islander people, people with lived experience 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 on 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





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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.

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

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

Acceptance

Name: _____

Signature: _____

Date: _____

