



Volunteer Role Description

Position Title:	Activism Support Volunteer
Team:	Activism
Location:	Adelaide Action Centre
Manager:	Activism Support Coordinator
Classification:	Volunteer
Hours:	1 day per week (Tuesday or Thursday)
Tenure:	Minimum 6 months commencing April 2018
Applications Close:	9am Monday 19th March 2018

The role of the volunteer is to support the Activism Support Coordinator to deliver Amnesty International SANT's regional administration and activist support with a particular focus on supporting the journey of interested supporters to activists, volunteers and Action Group Members.

Key Responsibilities

- Reception services – customer service, email, answering phones, mail and courier management
- Connection of supporter enquiries to pathways of involvement in Amnesty (through relevant volunteer roles, Action Groups and Networks) and follow up of outcomes
- Implementing processes to improve activist/volunteer development in the SANT region and supporting pathways to growth and leadership for fellow activists.
- Data entry and other day-to-day administrative tasks in the Action Centre

Key relationships

Internal

- Activism Support Coordinator
- Community Organiser
- Regional Volunteers/Activists

External

- Visitors to the Action Centre
- Community organizations

Knowledge, skills and experience required

Essential:

- Excellent interpersonal skills
- Experience in activist/volunteer organisation or team
- Office administration skills
- Strong commitment to human rights
- Excellent computer skills

Desirable:

- Customer service experience
- Experience in volunteer recruitment and supporter engagement pathways

Selection Criteria

Please address each point in your cover letter

- Why do you want to volunteer with Amnesty International?
- How do you meet the knowledge, skills and experience required (as listed above)?
- Are you available 1 day per week (Tuesday or Thursday) for a minimum of 6 months?

Application process

To apply, please send an email with your resume and brief cover letter addressing the key selection criteria to Sandy Johns at sandy.johns@amnesty.org.au by 9am Monday 20th March 2018 with the subject line 'Application for Activism Support Volunteer'. If you have previously sent through your volunteer registration form or resume, please note this in your application.

Interviews for this position will be held between 27th March and 1st April at the Amnesty International Action Centre (Level 8, 70 Pirie Street) in Adelaide. Please contact us via email or on 08 8110 8108 with any questions.

Please be aware that this is a voluntary role and as such, the volunteer is not an employee of AIA, and that Amnesty International Australia does not provide volunteers with

- *Any monetary allowances or remuneration for volunteer roles*
- *Accommodation or accommodation allowances*
- *Any assistance in organising visas or completing visa applications*