



## Volunteer Role Description

<b>Role Title:</b>	<b>Community Organising Volunteer</b>
<b>Team:</b>	Community Organising
<b>Location:</b>	Adelaide SA
<b>Manager / Supervisor:</b>	Community Organiser Volunteer Assistant
<b>Hours:</b>	7+ hrs per week (1 FT day or 2 PT equivalent)
<b>Tenure:</b>	6 months minimum
<b>Applications Close:</b>	5pm Monday March 26th 2018

**This is an exciting role to build and support new Amnesty Action groups in South Australia/Northern and in doing so contribute to Amnesty International Australia's 2020 vision.**

### Primary Objectives

The Community Organising Volunteer will work with the South Australian Community Organiser (CO) to grow and build on activism in South Australia.

This is a leadership role for someone with a passion for activism and working with communities. It will involve collaborative and independent planning for group growth and areas for new groups under supervision of the Community Organiser; arranging logistics such as booking venues, event promotion and organising volunteer rosters; working with Convenors of some South Australian Amnesty Groups; as well as communicating with external organisations.

### Reporting Relationship

This position reports directly to the Community Organiser. Materials and administrative support is provided by the Activism Support Coordinator and Activism Support Volunteers.

### Key Tasks

- Support the work of the organiser to develop the capacity of groups.
- Community mapping for the purpose of developing new groups (particularly around the Federal electorate of Sturt and Kingston).
- Planning events and booking venues for Amnesty events and workshops.
- Work with groups to develop promotional and general event materials.
- Community engagement to build support for events and campaigns.
- Participate in group activities and events.
- Event Management including venue booking, administration and logistics.
- Encourage individuals and groups to record activities and measure success.
- Celebrate success, champion group activities and encourage growth.

- Liaise with internal stakeholders, encourage and support participation in events in metropolitan and regional groups..

## **Key relationships**

### ***Internal***

- Community Organiser
- Community Organising volunteer team
- Activism Support Coordinator
- South Australian/Northern Territory Amnesty Groups - facilitated through Group Convenors
- Branch Committee
- National staff teams (project teams)
- Media and Communications Coordinator
- Graphic designers
- Social media volunteer

### ***External***

- Locally-based community organisations and human rights organisations.
- Local councils.
- Festival organisers.

## **Learning Opportunities:**

- Gain project management and community organizing skills.
- Gain event management and mobilization skills.
- Refine your communication and interpersonal skills.
- Develop volunteer management skills
- Practical and relevant experience working in the regional office of a large international human rights organization.
- Increased understanding of international human rights issues and campaigns.

## **Selection Criteria**

*Please address each point in your application*

### **Knowledge, skills and experience required**

#### ***Essential:***

- Reliable
- Highly organised
- Leadership skills
- Event management experience
- Good communication skills
- Good computer skills
- Able to work independently and in a team environment
- Interest in human rights
- Knowledge of e-mail, social media and basic text editor
- Flexibility in hours, occasional evening events

#### ***Desirable:***

- Experience in campaign and advocacy work
- Experience working with volunteers/activists
- Experience volunteering or working with a community organisation

## **How to Apply**

To apply, please send an email with your resume and brief cover letter addressing the selection criteria to Nicole Donnelly at [nicole.donnelly@amnesty.org.au](mailto:nicole.donnelly@amnesty.org.au) by 5pm Monday March 26th 2018 with the subject line 'Application for Community Organising Volunteer'. If you have previously sent through an expression of interest for volunteering with us, please note this in your application so that we can update our records.

Please contact us via email or on 08 8110 8102 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*

- Monetary allowances or remuneration for volunteer roles*
- Accommodation or accommodation allowances*
- Assistance in organising visas or completing visa applications*