

Position Description

Role Title:	Training and Development Officer
Team:	Community Organising
Location:	Perth, WA
Manager / Supervisor:	Community Organiser (Sarah Gooderham)
Date Original Prepared:	9/1/18
Classification:	Unpaid volunteer role
Hours:	7+ hrs per week (1 FT day or 2 PT equivalent) some evenings required
Tenure:	6 months (with opportunity to extend)

Primary Objective(s)

The Training and Development Officer will work with the Community Organiser and two other Training and Development Officers to develop powerful and effective activism in Western Australia.

This is a leadership role for someone with a passion for activism, movement building and working with activists. The role will involve developing, building and running training sessions for activists in the Western Australian region. This role requires some flexibility as it will depend upon the training calendar developed.

The role may also involve the following:

- Planning for the development and growth of groups.
- Working with existing teams to help them grow and mobilise

Reporting Relationship

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

Amnesty International Australia Team

Key Tasks

- Develop and input on materials for training sessions to build the skills of our activist base (based on Amnesty International training materials)
- Facilitate and run training sessions for activists
- Develop a calendar of trainings in line with organisational priorities
- Advertise training to activists and the wider WA community, and encourage activist involvement
- Setup and pack up training sessions with the rest of the WA training team
- Evaluate training sessions and materials to develop a robust training program
- Participate in group activities and events.
- Event Management including venue booking, administration and logistics.
- Celebrate success, champion group activities and encourage growth.
- Assist in general administration and day-to-day tasks as required by the Community Organiser

Key relationships

Internal

- Community Organiser
- Activism Support Coordinator
- West Australian Amnesty Groups - facilitated through Group Convenors.
- Branch Committee.

- National staff teams (project teams)
- Social media volunteers

External

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

Learning Opportunities:

- Develop training delivery skills
- Enhance public speaking skills
- Refine your communication and interpersonal skills
- Gain project management and community organising skills.
- Gain event management and mobilisation skills.
- Experience working in the regional office of a large international human rights organisation.
- Improve understanding of international human rights issues and campaigns.

Selection Criteria

Please address each point in your application

Essential:

- Previous experience in education, training or tutoring, particularly with adults
- Good written and oral communication skills, including the ability to communicate to external and internal stakeholders.
- Ability to work within a team environment and independently.
- Basic computer skills
- Commitment to Amnesty International human rights principles.
- Positive, proactive and reliable.

Desirable:

- Experience with common social media platforms and marketing
- Experience with campaign and advocacy work
- Experience working with volunteers/activists
- Experience volunteering or working with a community organisation
- Experience in event management

Applications by email to: Jasmine and Brendan wa.training@amnesty.org.au by 9:00am 27th March 2018.

Please include: 1. A copy of your CV including all contact details 2. A document briefly addressing the Selection Criteria detailed above

You must have valid work rights in Australia to complete an internship / volunteer program at AIA. Please be aware that Amnesty International Australia does not provide volunteers / interns with

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