



Volunteer Role Description

Position Title:	Activism Support Volunteer
Team:	Activism
Location:	Adelaide Action Centre - Level 8, 70 Pirie St ADL
Manager:	Activism Support Coordinator
Classification:	Volunteer
Hours:	10am-4pm Thursdays
Tenure:	Minimum 6 months commencing October 2017
Application Closing Date:	5pm Wednesday 27 th September 2017

Primary Objective(s)

The role of the volunteer is to support the Activism Support Coordinator to deliver Amnesty International SANT's regional administration, action group support and activist pathway management.

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 SA/NT region and supporting pathways to growth and leadership for fellow activists.
- Preparation of activism materials and stall kits for Action Groups;
- Managing and sending Urgent Action bulletins to postal/email networks;
- Data entry and other day-to-day administrative tasks in the Action Centre

Key relationships

Internal

- Activism Support Coordinator
- Community Organiser
- Group Organisers
- Volunteers and Activists

External

- Visitors to the Action Centre, phone + email enquiries
- Community organizations

Amnesty International Australia

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Knowledge, skills and experience required

Essential:

- Excellent interpersonal skills
- Office administration skills
- Strong commitment to human rights
- Excellent computer skills – particularly Microsoft Office Excel

Desirable:

- Customer Service Experience
- Admin experience within the not-for profit sector

Selection Criteria

Please address each point in your cover letter

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

How to Apply

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 5pm Wednesday 27th September 2017 with the subject 'Application for Activism Support 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.

Interviews for this position will be held at the Amnesty International Action Centre in Adelaide. Please contact us via email or on 08 8110 8100.

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*