

### Position Description

<b>Role Title:</b>	Community Organiser Volunteer
<b>Team:</b>	Community Organising
<b>Location:</b>	Perth, WA
<b>Manager / Supervisor:</b>	Community Organiser Volunteer Assistant
<b>Date Original Prepared:</b>	11/8/17
<b>Classification:</b>	Unpaid volunteer role
<b>Hours:</b>	7+ hrs per week (1 FT day or 2 PT equivalent)
<b>Tenure:</b>	3 months minimum

#### Primary Objective(s)

The Community Organiser Volunteer will work with the Western Australian Community Organiser (CO) to grow and build on activism in Western 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 Western Australian Amnesty Groups; as well as communicating with external organisations.

#### 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

- Support the work of the organiser to develop the capacity of groups.
- Community mapping for the purpose of developing new groups (particularly around the Rockingham and Victoria Park areas).
- Planning events and booking venues for Amnesty events and workshops.
- Work with groups to develop promotional and general event materials.
- Assist groups in the advertising of events, through social media, email newsletters, media releases, council websites etc.
- 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
- West Australian 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

Applications by email to: [sophie.hartley@amnesty.org.au](mailto:sophie.hartley@amnesty.org.au) by 28th August 2017

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

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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