

Amnesty International Australia

Role Description Human Rights Casework Intern or Volunteer

Position Title:	Human Rights Casework Intern or volunteer
Team:	Campaigns Team
Location:	Sydney Action Centre Level 1, 79 Myrtle St Chippendale, Sydney
Manager:	Casework Coordinator
Classification:	Internship or volunteer placement
Hours:	Three days per week (9am to 5pm). However candidates available two days per week will be considered.
Duration:	Six and half months (including 2 week induction training)
Dates:	31st July 2017 – 9 th February 2018
Induction:	2 weeks: 31st July 2017 – 9 th August 2017 (compulsory attendance Monday – Wednesday for induction only)

Please note that internships can be offered if completed as part of a university program. Otherwise volunteer placements will be offered to successful candidates. All casework positions are unpaid.

Primary Objective(s)

The Human Rights Casework Interns and volunteers play a critical role in assisting us to respond to requests for assistance and reports of human rights concerns in Australia and across the world.

Reporting Relationship

This position reports to the Casework Coordinator.

Key Responsibilities

- Reviewing and analysing reports of human rights violations in Australia and overseas
- Researching human rights issues related to individual cases, and other research that may be required.
- Highlighting cases of concern to the Casework Coordinator
- Preparing reports on human rights violations and referring to other Amnesty International teams for research teams
- Maintaining hard and soft-copy case files and carrying out other administrative duties as required.
- Referrals to other organisations if outside the mandate, as appropriate.

Key relationships

Internal

- Casework Coordinator
- Country teams at the International Secretariat
- Refugee Casework interns and volunteers
- AIA staff and volunteers from all teams

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External

- People reporting human rights concerns.
- Advocates (Lawyers, community supporters).
- Key government and non-government agencies/ organisations

Knowledge, Skills and Experience (Selection Criteria)

Please attach a statement of no more than 2 pages addressing the selection criteria.

Essential

- Current or completed a tertiary or post-graduate qualification in a relevant field (International/Government Relations, Development Studies, Law, Human Rights, Political Science, Social Sciences, Social Work).
- Knowledge of Amnesty International Australia and relevant international human rights law.
- Excellent cross-cultural communication skills and the ability to communicate effectively with people in distress.
- High-level administrative skills and the ability to manage competing demands and high volume workloads.
- Excellent formal report-writing skills.
- Fluent command of written and spoken English.
- Ability to work autonomously and as part of a team.

Desirable

- Experience working on human rights issues, with refugees, asylum seekers or other vulnerable client groups

NB: Please note that this is not a legal or social work internship.