

Amnesty International Australia

Role Description



Volunteer Role Description

Role Title:	Training and Development Volunteer
Team:	Community Organising
Location:	Adelaide Action Centre SA
Manager:	Community Organiser (Nicole Donnelly)
Hours:	7+ hrs per week (1 FT day or 2 PT equivalent), some evenings required
Tenure:	6 months (with opportunity to extend)
Applications Close:	5pm Monday March 5th 2018

Are you interested in developing powerful, effective trainings for SA/NT activists? We're looking for a flexible office volunteer 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 South Australian region.

Primary Objectives

The Training and Development Volunteer will work with the Community Organiser to develop powerful and effective activism in South Australia and the Northern Territory.

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 South Australian/Northern Territory regions. This role requires some flexibility as it will depend upon the training calendar developed.

The role may also involve:

- 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.

Key Tasks

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- 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 SA community, and encourage activist involvement
- Setup and pack up training sessions with the rest of the SA 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
- Branch Committee.
- National staff teams (project teams)
- Social media volunteers

External

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

Learning Opportunities:

- Develop training delivery skills
- Enhance public speaking skills
- Refine your communication and interpersonal skills
- Gain project management and community organizing skills.
- Gain event management and mobilization 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

Essential:

- Previous experience in delivering training or tutoring
- 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.

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- Computer skills - social media and desktop publishing experience considered favourably but non essential.
- Commitment to Amnesty International human rights principles.
- Positive, proactive and reliable.

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 key selection criteria to Nicole Donnelly at nicole.donnelly@amnesty.org.au by 5pm March 5th 2018 with the subject line 'Training and Development 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*