

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:	9am-5pm, three days per week.
Duration:	Seven months (six months plus a two week induction and two week exit handover)
Dates:	15 January 2018 – 17 August 2018
Induction:	15-17 and 22-24 January 2018 (attendance during the induction is compulsory)

Please note that internships can only be offered if completed as part of a university program. If this placement will not be completed as part of a university program, a volunteer placement will be offered to successful candidates. All casework internship/volunteer placements are unpaid.

Regular training and professional development opportunities will be offered throughout this placement. Additionally, this work may constitute practical legal experience for those seeking admission as a lawyer. Please advise in your application if you are seeking this experience.

Primary Objective(s)

The Human Rights Casework Interns/Volunteers play a critical role in helping Amnesty International Australia respond to requests for assistance and reports of human rights concerns in Australia and overseas.

Reporting Relationship

These positions report to the Casework Coordinator.

Key Responsibilities

- Reviewing and analysing reports of human rights violations in Australia and overseas.
- Researching and writing reports on human rights issues relating to individual cases and conducting other research as required.
- Preparing reports on human rights violations occurring overseas and referring these reports to other Amnesty International teams for further consideration/action.
- Providing appropriate referrals to legal, mental health, torture and trauma and general welfare services.
- Notifying the Casework Coordinator of any cases of concern.

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- Maintaining hard and soft copy case files in accordance with record keeping policies and procedures.
- Carrying out other ad hoc tasks and administrative duties as required.

Key relationships

Internal

- Casework Coordinator.
- Country teams at Amnesty International's International Secretariat.
- Refugee Casework Interns/Volunteers.
- AIA Staff and Volunteers from all teams.

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 two pages addressing the selection criteria.

Essential

- Current or completed tertiary or post-graduate qualifications in a relevant field (eg. International/Government Relations, Development Studies, Law, Human Rights, Political Science, Social Sciences, Social Work).
- Knowledge of Amnesty International and international human rights law.
- Excellent cross-cultural communication skills and the ability to communicate effectively with people in distress.
- Excellent formal report-writing skills.
- Fluent command of written and spoken English.
- High-level administrative, data management, and record keeping skills.
- The ability to manage competing demands and high volume workloads.
- The 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.
- Proficiency in a relevant community language (eg. Tamil, Farsi, Arabic, Dari, Chinese, Spanish).

For further information about these positions, please email caseworkrecruitment@amnesty.org.au.