

Position Title:	Associate Campaigner
Reporting to:	Impact Manager
Team/Department:	Campaigns
Location:	Based in any AI Australia Action Centre. The role may involve international/interstate/regional travel as required.
Hours:	60 hours per fortnight
Grade:	Level 4
Effective Date:	1 November 2020

Position Overview: The Associate Campaigner is responsible for delivering campaign tactics, campaign support and project support.

This role develops and launches digital and offline actions using our website and email management platform, communications scheduling, maintaining administrative systems that support campaigns, and other duties to support the success of Amnesty International Australia's (AI Australia's) campaigns.

The role works under the day-to-day management of a Campaigner or Campaigners to support an assigned campaign or campaigns

- Main Responsibilities:**
- Contribute to the development, maintenance and management of the flow of project documentation including plans, communications timelines, briefs, information resources, evaluations and organisational reporting
 - Provide updates to staff and supporters on campaign developments
 - Develop offline supporter actions in conjunction with the campaigner, activism and organising teams
 - Work with project leaders on assigned projects to facilitate project team activities. For example, taking minutes, maintaining files, task tracking and monitoring production timelines
 - Monitor, report and evaluate on smaller groups of project tasks and provide recommendations for greater effectiveness
 - Monitor and update AI Australia's portfolio of AI cases by maintaining files on cases and sourcing latest news
 - Produce and deliver communications as relevant to the role, using a range of channels and technologies
 - Administration of Action Centre infrastructure and act as a point of contact for nationally administered infrastructure
 - Coordinate face to face public enquiries in the Action Centre, taking ownership to ensure appropriate response through existing public facing channels

- Rosters and other basic administration systems to support smooth functioning of the Action Centre, including managing booking systems for Action Centre resources
- Liaison with other teams and external providers to resolve infrastructure problems arising in the action centre
- Security and access for supporters, volunteers and staff to the Action Centre
- Perform the role to a high standard within agreed timelines, and in line with AI Australia's vision
- Other tasks within your skills and competence as required

Essential Qualifications, Skills and Experience:

- Knowledge of digital and offline campaigning with experience working with or volunteering for a campaigning organisation
- Strong understanding of project management
- Strong ability to communicate with people from culturally diverse backgrounds
- Demonstrated ability to produce clear written documentation and analysis of cases and files
- Well-developed time management and organisational skills, with the ability to manage competing deadlines and priorities with minimal direction
- Familiarity with human rights issues and social change methods and tactics, including experience of mass mobilisation, activism and organising techniques
- Demonstrated experience in or commitment to working with rights holders

Desirable Qualifications, Skills and Experience:

- Ability to support participatory processes with rights holders
- Knowledge and experience with Wordpress, Google Analytics and Facebook Business Manager

Key Relationships

- Campaigner (direct supervisor)
- Colleagues in the wider Impact team
- Rights-Holder Communities
- Political and other decision-makers
- Brand
- Movement

How we work:

In meeting the responsibilities set out in this Position Description, all AI Australia staff are expected to:

- Facilitate, empower and enable the active participation of rights holders
- Be a positive advocate for Amnesty and our work, demonstrating our values of Empowerment, Integrity, Persistence and Courage
- Demonstrate emotional intelligence and a commitment to excellence in your interactions with colleagues, supporters, stakeholders and members of the public
- Always act in the interest of members and supporters
- Work with and empower volunteers, activists and members
- Support the general on-site functioning of the Action Centres
- Implement the principles of Equal Employment Opportunity and actively contribute to growing a more diverse and inclusive Amnesty
- Understand your Work Health and Safety (WHS) responsibilities and ensure the health, safety and wellbeing of yourself and others at work
- Contribute to the quality and hygiene of organisational data and protect privacy



- Produce and deliver communications that are relevant to the role, using a variety of communications channels and technologies
- Develop understanding of human rights issues and social change methods and tactics, including experience of mass mobilisation, activism, organising, fundraising and campaigning techniques

About Amnesty International Australia

We are an independent, global movement that campaigns courageously for human rights for everyone.

We're ordinary people from all walks of life, using our passion and commitment to bring torturers to justice, change oppressive laws and free people imprisoned just for voicing their opinion.

We're independent of any government, political ideology, economic interest or religion to ensure we can speak out on human rights abuses wherever they occur.

We stand for equality, justice, freedom, and human dignity and uphold these values:

- **Empowerment** – we build people power
- **Persistence** – we are resolute in pursuit of our goals
- **Integrity** – we hold ourselves to the highest standards
- **Courage** – we are fearless in upholding human rights

Every day we move closer to a world where human rights are enjoyed by all.

Acceptance

Name: _____

Signature: _____

Date: _____

