

**VOLUNTEER POSITION DESCRIPTION****For unpaid opportunity with Amnesty International Australia**

<b>Position Title:</b>	Victorian Refugee Rights Network Convenor
<b>Reporting to:</b>	Victorian Activism Leadership Committee and Organising Team
<b>Volunteer Management:</b>	Organising Team
<b>Team/Department:</b>	Movement Team and Victorian Activism Leadership Committee
<b>Location:</b>	Anywhere in Victoria with monthly meetings in Melbourne
<b>Hours:</b>	<p>Average of 3 - 7 hours per week to be completed on days and at times that fit with your schedule (the time commitment may increase at peak campaign moments)</p> <p>Minimum 6 month commitment</p>
<b>Effective Date:</b>	May 2021
<b>Position Overview:</b>	<p>As the Victorian Refugee Rights Network Convenor, you'll lead the amazing activists that make up the Victorian Refugee Rights Network. The Victorian Refugee Rights Network helps support the goals of Amnesty International Australia's refugee rights campaigns in Victoria through grassroots activism work. You'll facilitate communication between the Victorian Refugee Rights Network, other Amnesty refugee rights activists around the country and Amnesty International Australia staff, run monthly network meetings, support with planning and delivery of grassroots activism plans for your region and perform other admin related tasks.</p>
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"><li>• Collaboratively plan and support the delivery of a grassroots activism plan for your region that supports the broader goals of Amnesty International Australia's refugee rights campaigns</li><li>• Manage and support other activists in the Victorian Refugee Rights Network</li><li>• Organise and run monthly network meetings</li></ul>





- Act as a liaison between Amnesty International staff, other Amnesty refugee rights activist leads around the country and the Victorian Refugee Rights Network
- Recruit and support new activists to the Victorian Refugee Rights Network
- Ad-hoc admin tasks to ensure the smooth running of the Victorian Refugee Rights Network

**Essential Qualities, Skills and Experience**

- Passionate about human rights and social justice issues, especially refugee and asylum seeker rights
- Strong organisational skills and ability to work proactively and manage time effectively
- Effective communication skills - both written and verbal communication
- Experience working respectfully and effectively with a diverse groups of people

**Desirable:**

- Lived refugee / migrant experience
- Previous experience (paid or voluntary) in effective and meaningful stakeholder and community engagement
- Previous experience (paid or voluntary) in event planning

**Key Relationships:**

- Victorian Activism Leadership Committee
- Organising Team
- Other members of Amnesty Refugee Rights Networks and Groups around the country
- Fellow activists in the Victorian Refugee Rights Network

**Learning Opportunities**

- Mentoring from Amnesty International staff and fellow activists
- Support in managing workloads and avoiding burnout
- Experience leading on grassroots activism for refugee rights in your region
- Experience being involved in a leadership position within an international human rights advocacy



organisation and connecting with activists across the country

**Diversity, Equality and Inclusion at Amnesty:**

We are committed to equal opportunities in all areas of our work, community and partner relationships. We want people to achieve their full potential, which will positively impact on our work and the communities in which we operate. At Amnesty International Australia, our values empower people to be themselves within an inclusive and supportive environment. We are a movement of people from all walks of life around the world. We intend to actively contribute to building a more diverse and inclusive team.

***This opportunity within Amnesty International Australia is on a volunteer and unpaid basis. There is no intention to enter into an employment or legal relationship by either party in fulfilment of the duties as specified in this position description. By accepting this opportunity you agree to the above.***

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## 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

Everyday we move closer to a world where human rights are enjoyed by all

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# Position Description

Amnesty International Australia  
[www.amnesty.org.au](http://www.amnesty.org.au)

## Acceptance

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

