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| Job Title: | Project Officer (RAP and DIW Action Plan) |
| Reporting to: | IDEA Project Manager |
| Location: | Based in any Action Centre. |
| Hours: | 75 hours per fortnight (1.0 FTE), 4-month fixed term |
| Grade: | Level 6 |
| Effective Date: | July 2025 |

Position Overview:

AI Australia (**AIA**) is deeply committed to advancing the progress of our Reconciliation Action Plan (**RAP**) and Diversity, Inclusion and Wellbeing Action Plan (**DIW Action Plan**).

The Project Officer is responsible for implementing and supporting the initiatives outlined in the RAP and DIW Action Plan, ensuring AIA is achieving its set deliverables.

The Project Officer will work alongside the IDEA Support and will report directly to the IDEA Project Manager.

Main Responsibilities:

- Produce and deliver accessible and inclusive communications as relevant to the role, using a range of channels and technologies.
- Provide secretariat support to the Reconciliation Action Plan (RAP) Working Group and assist with the implementation of the RAP.
- Support the IDEA Project Manager to assist the Amnesty Leadership Group (ALG) and Executive Leadership Team (ELT) in achieving managerial responsibilities outlined in the RAP and DIW Action Plan.
- Collaborate with the People and Culture Team and other IDEA team members to support RAP and DIW Action Plan commitments via human resources processes, policies and practices.
- Monitor and document progress by tracking completed tasks, ongoing/ in progress deliverables and flagging those that require attention.
- Set renewed timelines for delivery of commitments, ensuring milestones and deadlines are met.
- Liaise with First Nations and DIW organisations and stakeholders as required.
- Support the development and promotion of tools and resources to enhance employee understanding on DIW issues.
- Performing role to a high standard within agreed timelines, and in line with AIA's vision and values.
- Other tasks within your skills and competence as required.

Core Capabilities

- Experience of working with First Nations communities and a respect for lived experience
- Lives the organisational values and respects others as professionals
- Leads integration
- Manages complexity
- Works well with team members, managers, and external stakeholders
- Demonstrated ability to manage multiple tasks efficiently, prioritise, problem solve and take responsible initiative.
- Superior organisation skills with strong attention to detail
- Written and oral communication skills will demonstrate confidence to manage correspondence to a diverse range of stakeholders

Key Relationships

- Inclusion, Diversity, Equity, Accessibility and Anti-Racism (**IDEA**) team members
- People & Culture Team
- Amnesty Leadership Group (**ALG**)
- Executive Leadership Team (**ELT**)
- Activist Leadership Committees
- All Staff
- Volunteers and Activists
- Indigenous communities, organisations and leaders
- Community organisations
- External stakeholders

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.

Diversity and Inclusion

We are committed to becoming a diverse, inclusive, safe and anti-racist movement where people thrive. We want to build a movement that is representative of the communities that we work alongside and genuinely values unique expertise and experience. We are committed to ensuring that our people feel valued, respected, heard and seen.

At Amnesty, diversity is about all the differences that exist between people in relation to their Aboriginal and Torres Strait Islander identity, age, caring responsibilities, cultural background, disability, ethnicity, gender identity, religion, sex characteristics, sexual orientation, and socio-economic background. Diversity also recognises the ways that people are different in other



respects such as family composition, educational level, geographical location, class, financial status, professional and work experiences, and organisational role.

We strongly encourage people from diverse backgrounds to apply, and specifically people who are Aboriginal and/or Torres Strait Islander and people from culturally and linguistically diverse backgrounds.

Accessibility

We are committed to making reasonable adjustments for candidates with a disability, caring or parenting responsibilities or other access needs during the different stages of the recruitment process. If you require reasonable adjustments to be made at any stage of the recruitment process or require alternative formats to any of the job application or interview materials, please email us at humanresources@amnesty.org.au.

Wellbeing

We are committed to the health and wellbeing of our movement so that we can be more effective in defending human rights. The mental health and wellbeing of Amnesty staff, volunteers and activists is a key factor in determining the long-term effectiveness and sustainability of our movement.

Learn more from our Mental Health and Wellbeing Action Plan 2022-2025.

Learn more about Diversity, Inclusion and Wellbeing at Amnesty

For more information on our diversity, inclusion and wellbeing commitments, please see the following:

[Diversity, Inclusion and Wellbeing Action Plan](#)

[Mental Health and Wellbeing Plan](#)

[Anti Racism Statement](#)

Acceptance

Name: _____

Signature: _____

Date: _____

