

Australian Human Rights Group

Coordinator Position Description



Australian Human Rights Group – Volunteer Co-ordinator Wanted

The Australian Human Rights Group is looking for an experienced, passionate and enthusiastic coordinator to provide executive support, research assistance and to be a central point of contact for our ongoing campaign for a Human Rights Act for Australia.

This volunteer position would provide an excellent opportunity for students or recent graduates to:

- Gain direct experience working in the area of human rights,
- Develop an understanding of how human rights advocacy and campaigning is planned, developed and implemented,
- Establish relationships with key people and organisations in the sector.

Position Title:	Coordinator
Location:	Preferably Sydney. The successful applicant will be based primarily at the Sydney office of Amnesty International in Chippendale.
Manager:	Australian Human Rights Group Executive
Classification:	Volunteer/Internship (unpaid)
Hours:	At least 2 days per week for a minimum of 3 months

The Australian Human Rights Group (AHRG) is a non-political peak body linking 72 organisations (including Amnesty International, GetUp!, Community Legal Centres, and Uniting Justice) committed to enhancing legislative protection of human rights. [AHRG membership](#) spans religious groups, community legal centres, human rights organisations, disability groups, health service providers, Indigenous organisations and many more. The network brings together approximately 25,000 organisations and 574,000 individuals.

KEY WORK AREAS	MAJOR ACTIVITIES
Campaigning and Communications	<ul style="list-style-type: none">• Updating and maintaining the AHRG website• Coordinating the AHRG email lists• Preparing media monitoring briefs• Liaising with AHRG members, including building the coalition• Assistance with campaign planning and strategy• Identifying opportunities for the coalition to develop/expand• Preparation of briefs and similar documents
Executive Support	<ul style="list-style-type: none">• Coordination of AHRG meetings, including preparation of agendas, minute taking, and associated logistics• Assistance in drafting correspondence
Other	<ul style="list-style-type: none">• General duties as required

To apply for this position please provide a cover letter and a CV (no more than 2 pages in total) addressing the questions below.

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- How would this volunteer position help to achieve your academic/professional goals?
 - Are you available at least 2 days a week for a minimum of 3 months? When can you start? Where are you based?
 - Your experience and skills, relevant to this role, including:
 - Commitment to and understanding of human rights
 - Strong office administrative and technology skills
 - Demonstrated high level oral and written communication skills
 - Demonstrated high level organisational skills
 - Ability to work independently with initiative
 - Campaigning or community experience

Please send expressions of interests to Simeon Beckett at s.beckett@mauricebyers.com (02 8233 0300) by 6 November 2009