

Amnesty International UK



VOLUNTEER ROLE	'Write for Rights' Volunteer (Individual at Risk)
TEAM	Priority Campaigns and IAR Team
DEPARTMENT	Supporter Campaigning & Communications
DAYS	3 days a week 10am – 4pm
TIME PERIOD	September 2017 – January 2018

BRIEF DESCRIPTION OF THE ROLE

Amnesty International UK (AIUK)'s Individuals at Risk Programme oversees the organisation's work with and for individuals at risk. The programme directs campaigning on behalf of particular individuals at risk, and aims to support the wider casework needs of the organisation through enabling other parts of the organisation to work on or with cases, identifying tactical opportunities, developing and leading on project work and maintaining the organisations portfolio on casework.

Between 1 November and 31 December AIUK will run its annual Write for Rights Campaigns, asking supporters to put pen to paper in the form of a greetings card or a letter, in solidarity and defence of people's human rights and Individuals at Risk around the world.

Through helping to create positive change for individuals, 'Write for Rights' and the focus of activities around 10 December will also provide opportunities to motivate and inspire existing and potential supporters and raise Amnesty's visibility.

We are looking for a committed volunteer to support this campaign.

MAIN RESPONSIBILITIES:

Assisting the IAR Programme in preparing the 'Write for Rights' materials and events

- Coming up with creative ideas around the campaign for our materials.
- Supporting the creation of materials through writing and developing copy.
- Communicating with key activists and staff at Amnesty's International Secretariat
- Provide support for events organised by activists and staff

Co-ordinating stock of 'Write for Rights' Campaign materials

- Working with IAR staff, other AIUK staff, and external mailing house to ensure proactive mailings and availability of materials for order
- Liaising with AIUK's external mailing house to ensure relevant data capture and regular feedback to AIUK on order levels and patterns
- Uploading materials to the AIUK Intranet

Handling general enquiries about the Campaign:

- Working with the Supporter Care Team to ensure that they are fully briefed to handle enquiries
- Developing excellent supporter care through phone calls, letters and emails

Other tasks (as appropriate):

- Supporting the Individuals at Risk Programme with any other aspects of this project eg. Media briefings
- Co-ordinating other volunteers to assist with specific tasks for this project

- Supporting the wider work of the Individuals at Risk Programme

SKILLS REQUIRED:

Essential skills, knowledge and experience

- Excellent standard of written and spoken English
- Good verbal and written communication skills
- Knowledge of Microsoft Word/Excel
- Administration/clerical skills
- Ability to use email
- Accuracy and good attention to detail
- Experience of office administration systems
- Ability to handle sensitive information in a confidential manner
- Experience of using initiative and problem solving skills
- Ability to work under pressure and meet regular deadlines
- Flexible approach to work
- Reliability and punctuality
- Understanding of and sympathy with the aims and objectives of Amnesty International

Desirable skills, knowledge and experience

- Experience of database entry
- Experience of working in a close and busy team environment
- Experience of, or willingness and ability to learn about, campaigning techniques and projects
- Experience of, or willingness and ability to learn about, working with activists
- Knowledge of social media
- Experience of organising events
- Ability to innovate and be creative