

# Amnesty International UK



<b>VOLUNTEER ROLE</b>	<b>Campaigns team volunteer</b>
<b>TEAM</b>	<b>Priority Campaigns and Individuals at Risk Team</b>
<b>DEPARTMENT</b>	<b>Supporter Campaigning and Communications</b>
<b>DAYS</b>	<b>2-3 days per week worked 10am to 6pm (days to be negotiated)</b>
<b>TIME PERIOD</b>	<b>3 months minimum</b>

## BRIEF DESCRIPTION OF THE TEAM'S WORK

Amnesty International UK (AIUK)'s Priority Campaign and Individuals at Risk Team leads the priority campaigns for Amnesty. The team currently works on I Welcome Refugees, Human Rights in the UK , Crisis and Tactical and our work around individuals.

## MAIN TASKS:

- ☐ To undertake any administrative work in relation to the campaign (for example taking minutes, organizing meetings)
- ☐ To carry out supportive research as required
- ☐ To draft material for the campaign (for example for campaign actions, briefing documents, online content)
- ☐ To assist in the organisation of events to publicise AIUK's concerns (for example demonstrations, lobby meetings and public events)
- ☐ To communicate the campaign internally and externally (for example to AIUK supporters, AIUK staff and volunteers, IS staff, external bodies and partners)
- ☐ To undertake any other relevant duties or projects delegated by the volunteer supervisor which are in line with the responsibilities of the post
- ☐ To answer enquiries by letter, telephone and email
- ☐ Ad hoc support to other colleagues within the Priority Campaigns and Individuals at Risk Team as necessary
- ☐ Specific campaign projects when available

## SKILLS AND EXPERIENCE REQUIRED:

### Experience

- ☐ Handling telephone and written enquiries from customers/supporters
- ☐ Experience of drafting correspondence such as letters and newsletters for external audiences.
- ☐ Ability to work unsupervised and use initiative
- ☐ Working in a team to achieve shared objectives
- ☐ Experience of producing written materials for a variety of audiences

### Skills

- ☐ Knowledge of Microsoft Word/Excel/PowerPoint
- ☐ Good verbal and written communication skills

- ❑ High standard of written and spoken English
- ❑ Ability to draft own correspondence
- ❑ Administration/clerical skills
- ❑ Accuracy and good attention to detail
- ❑ Ability to prioritise own workload
- ❑ Flexible approach to work
- ❑ Ability to handle sensitive information in a confidential matter
- ❑ Interest in and commitment to Amnesty International's vision and mission