



<b>VOLUNTEER ROLE</b>	<b>Amnesty Speakers Programme Office Volunteer</b>
<b>TEAM</b>	<b>Human Rights Education Unit</b>
<b>DEPARTMENT</b>	<b>Community Organising, Human Rights Education, and Events</b>
<b>HOURS PER WEEK</b>	<b>14 hours*</b>
<b>TIME PERIOD</b>	<b>Minimum 3 months</b>
	<b>*Volunteering Days and Times</b> The individual will be required for approximately 14 hours per week starting as soon as possible for a minimum of 3 months. Days of week and hours are to be agreed (must be available to volunteer in the office on week days).

## OVERALL PURPOSE OF THE ROLE:

The Amnesty Speakers Programme supports over 120 volunteers to deliver inspiring talks and workshops, encouraging children and young people to become engaged with Amnesty campaigns and human rights issues.

The volunteer will be office-based, providing remote support to a group of our volunteer Speakers. The volunteer will communicate with Speakers, both via telephone and email, ensuring that we have up-to-date information on their speaking engagements and profile. The volunteer will also research and collate education resources to support Speakers as they plan and deliver workshops, as well as providing logistical support to arrange delivery of materials.

We value a diverse workforce and welcome applications from all sections of the community.

## MAIN RESPONSIBILITIES:

1. To respond to queries and enquiries relating to the Amnesty Speakers Programme.
2. Offer support to Speakers: advising on and organising the dispatch of resources; planning of sessions and researching subject matter.
3. Assist Speakers with administrative tasks relating to their involvement in the programme.
4. Ensure all relevant data is recorded on the organisational database.
5. To support the development and dissemination of resources to support Speakers.
6. Offer support to wider HRE team when required.

## Skills Required

### Essential

- Understanding of and sympathy with the aims and objectives of Amnesty International
- An interest in the education work of Amnesty International
- An interest in providing office-based administrative and communications support
- A high standard of written English, a good telephone manner and inter-personal skills
- Accuracy and attention to detail
- Ability to problem solve and use own initiative

### Desirable

- Experience of working in an office environment
- Experience of working in/with schools
- Experience of supporting volunteers
- Knowledge of human rights issues and Amnesty International's work
- Experience of researching and writing blogs
- Experience with data entry and maintaining database systems

## OPPORTUNITIES FOR YOU:

This role provides the opportunity to volunteer for a leading international human rights organisation. This particular role will give you the experience in the following areas:

- Understanding and communicating the aims of Amnesty International
- The UK education sector, particularly related to human rights education
- Relationship building
- Supporting volunteers and volunteer coordination
- Database skills
- Monitoring and Evaluation