

# Amnesty International UK



<b>JOB TITLE</b>	Education Officer (Youth and Schools)
<b>TEAM</b>	Human Rights Education
<b>DEPARTMENT</b>	Supporter Campaigning and Communications
<b>REPORTS TO</b>	Human Rights Education Manager
<b>RESPONSIBLE FOR</b>	Volunteers
<b>SCALE</b>	4
<b>HOURS PER WEEK</b>	35

## OVERALL PURPOSE OF THE JOB

The role of the Education Officer is to support the implementation of Amnesty International UK's Human Rights Education (HRE) Strategy. Our HRE strategy aims to enable people to develop: knowledge and understanding about human rights; attitudes and behaviour respectful of those rights; the skills to uphold and protect human rights. Delivering the strategy involves UK based projects targeted at children, young people and adults including Amnesty activists. The HRE Unit consists of three Education Officers, a Creative Co-ordinator, Education Assistant and HRE Manager. This post will work closely with all members of the team and take the lead on specific HRE projects including the Amnesty Speaker Programme and Words that Burn. The HRE Unit sits within the Community Organising, HRE and Events (CORE) Team whose purpose is to ensure more people in the UK to know, claim and stand up for human rights.

## MAIN TASKS

- Manage the Amnesty Speaker Programme:
  - Develop and implement the Programme's strategy to increase its impact
  - Recruit and retain volunteer Speakers in all Nations and Regions
  - Create and deliver resources and training for Speakers
  - Promote the Amnesty Speaker Programme to schools, FE colleges and alternative education providers
  - Manage relationships with Speakers through regular planned communication, responding to enquiries from Speakers and a closed online space for sharing materials and experience
  - Develop and undertake processes that ensure data protection and safeguarding requirements are met
  - Monitor and evaluate the Programme identifying and implementing change in response to learning
  - Manage and report on budgets and expenditure including Speakers' expenses

- Undertake associated administrative tasks
- Manage the Words that Burn project
  - Develop and implement the project to deliver creative human rights education to young people in partnership with external organisations
  - Manage multiple partnerships with external organisations including drafting Memoranda of Understanding and contracts and managing relationships for the life of the project
  - Create and deliver resources and training
  - Develop and undertake processes that ensure data protection and safeguarding requirements are met
  - Monitor and evaluate the Project identifying and implementing change in response to learning
  - Manage and report on budgets and expenditure in line with MOUs and contracts
  - Undertake associated administrative tasks
- Recruit and manage volunteers for the above areas of work
- Manage relationships and collaborate with freelancers as necessary
- Contribute to the delivery of the wider HRE Strategy
  - Collaborate on the delivery, development and evaluation of the Human Rights Education Strategy
  - Collaborate on the monitoring and evaluation of the quality, reach and impact of education programmes and projects
  - Create and collaborate on free, accessible resources
  - Write content and contribute to the development of the education pages on the Amnesty website and intranet
  - Maintain knowledge and understanding of curriculum developments in Scotland, Wales, Northern Ireland and England
  - Build and maintain relationships with educators, organisations and coalitions including formal partnerships and commissions
  - Collaborate with the Community Organising and Artist and Events units and other relevant teams to create and implement supporter journeys for children and young people empowering them to have sustained engagement with Amnesty International
  - Provide content for reports to activists, funders and the organisation as a whole
  - Engage in reciprocal support with educators across the global Amnesty movement
  - Contribute to the development of new projects within the HRE Unit, wider organisation and global Amnesty movement
  - Represent the HRE Unit on cross-organisational and external project groups and committees as appropriate
  - Respond to enquiries and requests related to education programmes and projects as appropriate
  - Provide an efficient, professional and personal point of communication with the HRE Unit
  - Work with all members of the HRE Unit to develop and achieve Unit objectives
  - Contribute to the promotion of Amnesty's education programmes and resources
  - Represent Amnesty at relevant conferences and events across the UK and as part of the global Amnesty movement

- Undertake any other relevant duties or projects as delegated by the line manager that are in line with the responsibilities of the post
- Contribute to the delivery of the AIUK Strategy
  - Ensure that office volunteers and/or activists and members contribute effectively to the work of AIUK by establishing and maintaining appropriate working relationships
  - Ensure data is collected and managed appropriately using organisational databases
  - Work with colleagues across AIUK, in particular the Nations and Regions team, to facilitate co-ordinated work and share good practice
  - Deliver all aspects of the job description in accordance with AIUK's Equal Opportunities Policy
  - Take responsibility for their own health, safety and welfare, comply with AIUK H&S policy and procedures, and not act in any way that compromises the safety of themselves, colleagues or the public.

**PERSON SPECIFICATION**  
**Education officer**

<b>CRITERIA</b>	<b>STANDARD</b>	<b>ESS/DES</b>	<b>MEASURED BY</b>
<b>Experience</b>	Experience of managing projects and programmes of work	Essential	Application Form Interview
	Experience of engaging children and young people in activism	Essential	Application form and interview
	Experience of producing resources for children and young people	Essential	Application form and interview
	Experience of monitoring, evaluating and reporting on projects	Essential	Application Form Interview
	Experience of managing volunteers	Essential	Application Form Interview
	Experience of monitoring and reporting on project budgets	Essential	Application Form Interview
	Experience of introducing successful new initiatives and projects	Essential	Application Form Interview
	Recent experience of educating children and young people in the UK	Essential	Application Form Interview
	Experience of collaborating on projects or programmes of work	Essential	Application form Interview
<b>Knowledge</b>	Knowledge of the UK education system for children and young people up to 19, and other organisations in the sector	Essential	Application Form Interview
	Knowledge of safeguarding and child protection procedures and practice	Essential	Application Form Interview
	Knowledge of Human Rights Education methodology and practice	Essential	Application Form Interview
<b>Skills</b>	Excellent project management skills	Essential	Application Form Interview
	Excellent interpersonal skills, ability to communicate effectively with individuals and groups from a range of backgrounds	Essential	Application Form Interview
	Ability to convey complex and emotional issues in a way which is appropriate to the audience, including the ability to write for a young audience	Essential	Application Form Interview
	Excellent administrative skills, including database skills	Essential	Application Form Interview
	Ability to deliver inspiring training events to individuals from a range of backgrounds	Essential	Application Form Interview
	Creativity, ability to innovate	Essential	Application Form Interview
	Ability to promote AIUK education resources and programmes to maximum effect	Essential	Application Form Interview
	Ability to work unsocial hours on an	Essential	Interview

	occasional basis, usually scheduled in advance, and/or occasionally to stay away from home overnight (overnight stays would be scheduled in advance)		
Amnesty's aims and objectives	Understanding and commitment for the aims and objectives of Amnesty.	Essential	Interview
Equal Opportunities	Understanding of and commitment to Equal Opportunities	Essential	Interview