

Amnesty International UK



JOB TITLE	Campaigns Coordinator: Individuals at Risk
TEAM	Priority Campaigns and IAR Team
DEPARTMENT	Supporter Campaigning and Communications
REPORTS TO	IAR Campaigns Manager
RESPONSIBLE FOR	IAR Programme volunteers
SCALE	3
HOURS PER WEEK	35

OVERALL PURPOSE OF THE JOB

About the Team

Individuals at Risk (IAR) is an area of work within Amnesty International's Priority Campaigns team. The IAR team lead campaigning on cases of specific individuals around the world who are having their human rights abused in the most serious ways – from death row prisoners in the USA to political prisoners in countries like Myanmar. We deal with both short term, responsive casework as well as longer more strategic campaigning on specific cases. The IAR team also supports other areas of the organisation to work on or with cases.

About the role

The Campaign Coordinator (IAR) coordinates the delivery of work by the Individuals At Risk team, working closely with team members, volunteer country coordinators and wider teams at AIUK to identify tactical opportunities for campaigning on long-term cases, contributing to the development and delivery of campaigns and project work, and planning and delivering campaigns on a selection of upscaled long-term cases and delivering campaigning activities on those cases.

The coordination function of this role is vital: Amnesty UK has many moving parts –online and offline activists, a big press team, powerful parliamentary advocates and more- and this role is responsible for bringing those together to make our campaigning on casework as powerful and effective as possible.

The Campaigns Coordinator also works with our 50+ Country Coordinators, providing guidance, feedback and support on their campaigning activities, delivering training to new CCs, and encouraging and supporting them in preparing strategic, impactful campaigns.

This role also is also required to play an important administrative function within the team, developing and maintaining the systems and case records (IT and paper-based) used by the IAR Programme to track activity on cases, capture monitoring and feedback information and for wider team purposes in terms of supporter databases.

MAIN RESPONSIBILITIES

1. Individuals at Risk campaign coordination

- 1.1 To coordinate the development and execution of long-term case campaign plans, working with Country Coordinators and relevant AIUK teams, and planning for campaign development and delivering campaign actions on a selection of upscaled long-term cases ensuring that they fit with organisational priorities, taking direction from the IAR Campaign Manager. To support the IAR team and AIUK colleagues with delivery of IAR campaigns, activism, projects, events and meetings, speaker's tours of the UK, and IAR Programme delegations overseas.
- 1.2 Support the IAR Campaigns Manager and IAR team with delivery of specific campaigns and projects including Write for Rights.
- 1.3 To support Country Coordinators in their case campaigning, including working with them on campaign development and delivery, providing guidance on strategic campaigning, delivering training to new CCs and through the creation and allocation of case files and helping process feedback on Country Coordinator lead activity.
- 1.4 Work on overseeing the IAR Programme volunteer team, maintaining sufficient and suitably skilled volunteers to support the Programme's work, assigning routine administrative and project-based tasks, conducting recruitment, training, supervision, regular reviews, and exit interviews as well as supporting their overall development while at AIUK.
- 1.5 To contribute to the IAR Programme's monitoring, evaluation and reporting on casework from a long-term case campaigning perspective.
- 1.6 To produce case briefings, campaign actions, blogs and other copy (for print and web), as well as contribute to wider team reports. .
- 1.7 To communicate information on IAR work, and wider campaigns team, for example updates on the Intranet, working closely with the Internal Communications team.
- 1.8 To deliver all aspects of this job description in line with ethical principles that Amnesty International is evolving to prioritise the needs and safeguard the dignity of those with whom we act.
- 1.9 To work across the organisation to deliver all of the above work.

2. Resource Management

- 3.1 Advise the IAR team on the sequencing and resourcing of actions, based on current priorities.
- 3.2 Monitor and report on any budgetary allocation.

3. Gender Mainstreaming

- 3.1 Ensure that all campaigns developed and executed by this post have a gender element as far as possible.

4. External Relationships

- 4.1 Participate in, and develop alliances with other organisations and Sections in order to deliver campaigning, projects and events.

5. Other

- 5.1 Work with the team to develop and achieve team objectives and plans.
- 5.2 Deliver all aspects of this job description in accordance with AIUK's Equality and Diversity Policy.
- 5.3 Undertake any other relevant duties or projects delegated by the line manager which are in line with the responsibilities of the post.
- 5.4 Take responsibility for 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.
- 5.5 To manage the health and safety of their volunteers, including conducting risk assessments as appropriate, and ensuring they have access to, and participate in, appropriate instruction, training and supervision.

PERSON SPECIFICATION
Campaigns Coordinator (Individuals at Risk Programme):

CRITERIA		ESS/DES
Experience	Experience of supporting or delivering campaigns in the UK.	Essential
	Evidence of having maintained admin and support processes, systems, and business processes to assist project areas. This experience should be in both paper based and IT systems	Essential
	Experience of working with other teams in an organisation to develop and deliver campaigning actions and activities.	Essential
	Experience of supervising volunteers and activists, through recruitment, training and coordination of their work	Essential
	Evidence of working in multi-disciplinary teams to develop and deliver projects and activities that meet organisational goals	Desirable
	Experience of campaigning on human rights abuses	Desirable
Skills and Knowledge	Knowledge of campaigning techniques, and the principles behind these techniques	Essential
	Ability to communicate effectively both in writing and orally, with people from a range of backgrounds and positions internal and external to the organisation	Essential
	Ability to work with activists, to coordinate their work on core tasks and projects	Essential
	Ability to provide supporter care to a range of stakeholders	Essential
	Excellent organisational skills, an ability to prioritise, work flexibly, move between tasks and actively manage conflicting deadlines	Essential
	Accuracy and attention to detail and ability to treat information confidentially	Essential
	Ability to work unsupervised and use initiative	Essential

General	Understanding of and sympathy with the aims and objectives of Amnesty International	Essential
	Commitment to upholding ethical standards in AI's work with and for individuals	Essential
	Commitment to equality and diversity as outlined in our policy	Essential
	Ability to work unsocial hours on an occasional basis	Desirable