

ROLE DESCRIPTION FOR COUNTRY COORDINATOR

Member of: a regional team, working alongside other Coordinators who can provide support and guidance. Each team is overseen by a Regional Coordinator; Country Coordinators report into the Regional Coordinator and, through them, into the Country Coordinator Steering Committee.

Supported by: Regional Coordinator for the relevant team, Country Coordinators' Steering Committee and Community Organiser (Country Coordinators and Networks)

Key Relationships: Amnesty International UK (AIUK) Country Coordinator Steering committee, World Sub Region team members, AIUK Community Organising Team, AIUK Individuals at Risk Programme, AIUK advocacy team and other AIUK staff teams as necessary, International Secretariat country teams, AIUK activists and Country Coordinators at other Amnesty Sections in other countries

Reports to: Country Coordinator Steering Committee, Regular reporting to Community Organiser (Country Coordinators and Networks) and IAR team.

Core tasks

Country Coordinators primarily help to deliver campaigning on Amnesty UK's portfolio of Individuals at Risk cases along with thematic projects and country campaigning relating to their geographical region. The main responsibility of a Coordinator is to work with their team colleagues to assist groups and other activists who are working on the casework, projects and country campaigning within the Coordinator's world sub-region. All Coordinators will be required to communicate regularly with staff in the Community Organising, Individuals at Risk and Advocacy teams and feedback on their activities on a regular and systematic basis.

Duties will include:

- reading International Secretariat (IS) intranet case files, reports, action circulars and other relevant information produced by on the cases / projects your team is signed up to
- contributing to AIUK case files ready for activist/group assignment or distribution amongst staff, using standard case file template (with support from AIUK IAR Programme if needed)
- providing timely feedback on cases/projects undertaken to be recorded in organisational database, MASCOT (information from CC, inputting by Amnesty UK Community Organising)
- providing information, updates and support to activists who are working on the cases / projects
- organising actions, such as letter writing or solidarity actions
- answering supporters' queries on your cases/projects
- keeping abreast of updates on the case or project
- speaking at group meetings and other events
- liaising with relevant staff at Amnesty UK and the International Secretariat in a timely manner
- with the Country Coordinator team, produce a regional team plan of work that reflects AIUK's priorities
- reading about the country issues to ensure information is up to date and relevant
- Complying with AIUK policies and UK data protection law

- handing over to successor on exit from role

Duties may also include:

- in coordination with staff, develop and maintain objective and appropriate relationships with relevant Diaspora communities (activists/organisations) and (I)NGOs
- assisting with media and lobbying work as appropriate
- assisting with marketing appeals where appropriate

Working alongside the rest of their team, a Coordinator will also have the following duties:

- providing information to the Case Management Group for consideration in AIUK taking up/working on, or exiting from a case
- developing a UK campaign strategy and suggested actions for relevant case or project
- producing and maintaining content for Amnesty UK website, blogs and other relevant platforms
- contributing to regular reports on activities the team have undertaken on the cases and projects they are working on

Skills and knowledge

Essential

- At least one year's experience as an activist within AIUK, and as a participant in one or more activist structures within AIUK, such as student or local groups
- You must be an Individual member of AIUK
- Experience of human rights activism, and/or campaigning skills
- Good written and oral communications skills
- Experience of team / cooperative working
- Basic IT competency (email, word processing, etc) and regular access to the internet
- A willingness to attend meetings across the UK

Desirable

- Some knowledge of the region you wish to work on
- Language skills

Coordinators are volunteers but expenses are covered by AIUK.

Commitment required:

This role is quite a considerable commitment in terms of time and communication. We estimate around 5-7 hours a week would be the average, although there may be some periods where more or less commitment is needed.

Due to the time it takes to become fully effective in the role, we ask for a minimum commitment of two years.

All Coordinators must abide by AIUK's Activists Code of Conduct. A copy of this is available on our website <http://www.amnesty.org.uk/resources/activist-code-conduct>

To apply:

Please apply with CV, covering letter which states how you fulfil the skills and knowledge requirements listed above, and contact details for two referees, one of which should include someone from your experience in Amnesty, eg a staff member or chair of your local group, if at all possible. Please also indicate the vacancy that interests you and explain what you feel you can contribute to AIUK in this role. Please send your application to Jeni Dixon, via email activism@amnesty.org.uk. Please mark it with FAO Jeni Dixon in the subject line of the email.