

# Volunteer role description

## Emblem Protection Volunteer

<b>Department</b>	<b>IHL &amp; Movement Relations</b>
<b>Availability</b>	<b>One day per week (one year commitment)</b>
<b>Location</b>	<b>Carlton, Melbourne</b>
<b>Category</b>	Working in our Services and Programs

**Building an inclusive, diverse and active humanitarian movement based on voluntary service**

### Role purpose

The Australian Red Cross International Humanitarian Law (IHL) Program seeks to prevent and alleviate suffering in times of war and conflict and promote non violence and peace by working towards the following outcomes:

- Australians in war and conflict understand that wars have laws and apply them;
- Australian law and policy reflects IHL and humanitarian principles; and
- The International Red Cross and Red Crescent Movement has maximum global impact in IHL, and Movement members achieve their local humanitarian objectives

As a member of the International Red Cross Red Crescent Movement, Australian Red Cross has an obligation to promote awareness about IHL or the laws of war and to promote the correct use of the red cross, red crescent and red crystal emblems which are vital for keeping people safe in situations of armed conflict.

The IHL Program, within Australian Red Cross, is responsible for monitoring the use of the protective emblem in Australia and for following up potential misuses of the emblem. Emblem protection volunteers assist the IHL Program in this monitoring to ensure that the protective emblems are reserved for the purpose of reducing suffering in times of armed conflict.

### Role responsibilities

- Maintain and monitor the Australian Red Cross national emblem database in respect to Victorian emblem misuse cases, including establishing cases files for each reported misuse
- Initiate, manage and close emblem misuse cases in accordance with IHL Program procedures
- Draft letters and undertake phone and email correspondence to address reported cases of emblem misuse in accordance with IHL Program procedures
- Liaise with IHL Team staff members based in Victoria with regard to following up responses to emblem misuse letters;

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- Answer general queries in relation to the use of the emblem as required
  - Assist in the planning and implementation of emblem education campaigns.
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### Knowledge, skills and experience

- Effective communication skills, both written and oral
  - Administrative and computer skills, particularly Word, Outlook and Excel
  - Ability to take initiative
  - Comfortable engaging with the general public to discuss the protected emblem and cases of emblem misuse
  - At ease working independently or as part of a team to share the workload
  - Interest in International Humanitarian Law and the work of the Red Cross Red Crescent Movement
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### Check requirements

A National Criminal History Check prior to commencement and renewed every three years (Red Cross will arrange this)

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### Learning and development

- Complete Red Cross online learning modules as required
  - Attend Red Cross Volunteer Induction, Program Training and ongoing training as required
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### General conditions

We act always in accordance with the Australian Red Cross Code of Conduct and Child Protection Code of Conduct

We are a Child Safe organisation and all volunteers are required to comply with relevant State and Territory legislation requirements

We comply with the Red Cross Workplace Health and Safety management system

We demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way

We may be required to assist the organisation on occasion, in times of national, state or local emergencies or major disasters

*In all activities, our volunteers are guided by the Fundamental Principles of the Red Cross and Red Crescent Movement*

**Humanity**

**Impartiality**

**Neutrality**

**Independence**

**Voluntary Service**

**Unity**

**Universality**

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