Volunteer role description

IHL Community Engagement Network Member – Project Management

Department	IHL
Availability	5-10 hours per month (minimum 12 month commitment)
Location	Various
Category	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 armed 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 of and respect for IHL (the laws of war). In this work, the organisation is supported by IHL Advisory Committees which operate in most States and Territories and provide IHL expertise to the IHL Program.

The IHL Community Engagement Network (the CEN) is an Australian Red Cross volunteer group which will provide logistical support in the organisation of IHL dissemination events and activities prioritised by both the IHL Advisory Committees and Network members.

The Network will be supported by the CEN Convenor, whose role is the key liaison between the IHL Advisory Committee, the CEN members and the Australian Red Cross IHL Program in their State or Territory, as well as the group of Network Convenors across the country.

Role responsibilities

- Support the CEN Convenor to organise and plan IHL dissemination events, activities and projects prioritised by the local IHL Advisory Committee.
- Take on the role of Project Lead for events or projects.
- Liaise with the CEN Convenor and other CEN Members for each event or project as required.
- Attend social meetings for the Network volunteers.
- For each dissemination event, use agreed monitoring and evaluation tools.

Knowledge, skills and experience

- Strong interest in IHL and the work of the International Red Cross Red Crescent Movement.
- Previous experience in volunteering/working in organising events or projects.
- Demonstrated experience in project management highly desirable.
- Experience in designing and implementing monitoring and evaluation plans is highly desirable but not essential.
- Ability to take initiative and communicate well.
- Ability to time manage and assess competing priorities.
- At ease working independently or as part of a team to share the workload.
- Administrative and computer skills, particularly Word, Outlook and Excel. Experience with alternative communication platforms desirable (eg Trello, Slack, Facebook Workplace).
- Ability to effectively and appropriately use social media.

Check requirements

- A National Criminal History Check prior to commencement and renewed every five years (arranged by Australian Red Cross).

Learning and development

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

General conditions

We act always in accordance with the Australian Red Cross Ethical Framework 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