

Volunteer Role Description



Red Cross acknowledges
the Traditional Owners
of this land, their ancestors
and Elders, past and present.

the
power of
humanity



Restoring Family Links Social Work Student Placement

Department	International Humanitarian Law
Availability	5-7 hours per week (flexible; agreed hours can change depending on volunteer availability)
Location	Australia Wide
Category	Contributing to our operational work

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

Role purpose

As a member of the International Red Cross and Red Crescent Movement, Australian Red Cross has an obligation to disseminate information about International Humanitarian Law.

The IHL Newsletter Editor is primarily responsible for developing the fortnightly IHL electronic newsletter, Wars, Laws & Humanity. This involves monitoring websites and subscriptions, researching relevant stories, sourcing job opportunities, writing the segments and designing the e-news. The position will also help with general administration as required.

The commitment expected from the position is between 5 and 7 hours per week. This is flexible (agreed hours can change on a weekly based on the volunteer availability) but will need to be consistent due to the nature of the e-newsletter. Most of the work can be completed at home/out of the office once the position is established.

Role responsibilities

Under supervision of the IHL Adviser – Emblem Protection / IHL Volunteers the volunteer will:

- Prepare the fortnightly IHL Update e-newsletter by:
 - Monitoring a supplied list of websites and subscriptions;
 - Sourcing job opportunities, events and other items of interest;
 - Utilising computer programs such as CreateSend to design e-news;
 - Preparing draft e-news including drafting content in line with the Fundamental Principles;
 - Preparing draft e-news in a timely manner to allow for appropriate review and changes;
 - Responding to queries regarding the e-news;
 - Updating the subscriber database as required.

-
- Provide general administration support, such as:
 - Preparing presentation materials;
 - Data entry and maintenance.
-

Knowledge, skills and experience

Essential

- Excellent communication skills, both written and oral
- Qualifications or a demonstrated interest and understanding in IHL or similar fields
- Strong research and writing skills
- Administrative and computer skills
- Demonstrated ability to take initiative and manage time and data efficiently
- Understanding of, and ability to apply, the Red Cross principles of neutrality and impartiality in preparing content
- Sound data entry skills with strong attention to detail and proofreading skills -
- Ability to complete tasks within set timeframes
- Ability to work alone and in a team environment
- Reliability and flexibility to work on a range of tasks

Desirable

- Knowledge of the workings of the International Red Cross Red Crescent Movement
 - Knowledge of International Humanitarian Law
-

Check requirements

- A National Criminal History Check prior to commencement (Red Cross will arrange this)
-

Learning and development

- Complete Red Cross online learning modules as required
 - Attend Red Cross Volunteer Induction, Program Training and ongoing training as required
 - Briefing on the Movement, the Fundamental Principles, auxiliary status and role of the Movement with regards to disseminating and ensuring respect for IHL
-

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

Universality
