

# Volunteer role description



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

**the  
power of  
humanity**



## Community Speakers Network Convenor

<b>Department</b>	<b>International Humanitarian Law</b>
<b>Availability</b>	<b>12-15 hours per month (minimum 12 month commitment)</b>
<b>Location</b>	<b>Various</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 of and respect for IHL (the laws of war).

The Community Speakers Network (CSN) is an Australian Red Cross group which will provide essential support to the IHL Program by promoting awareness of IHL and the work of the International Red Cross Red Crescent Movement to the general community (excluding schools, universities and corporate groups). The CSN Convenor will be responsible for promoting the CSN to community groups and coordinating the work of the CSN in disseminating IHL to the community.

#### **Role responsibilities**

- In consultation with the IHL Program, engage with and develop networks with local community groups (excluding schools, universities and corporate groups), to promote awareness of the Australian Red Cross IHL Program and the role of the CSN.
- Implement methods by which the CSN will be able to receive requests for IHL dissemination engagements from community groups, process these requests and allocate these requests to the CSN to complete.
- Using supplied promotional material templates, develop and promote material to identified community groups as required.
- Implement methods to accurately record details of the community groups that have engaged with the CSN and how many people have attended community IHL dissemination events.

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- Implement methods to evaluate the effectiveness of CSN IHL dissemination engagements and to accurately record this data.
  - Coordinate the recruitment of new members of the CSN.
  - Coordinate training for new members of the CSN when required.
  - Attend and participate in quarterly Australian Red Cross IHL Advisory Committee meetings to update the committee on the work of the CSN.
  - Attend and participate in regular skype meetings with other Australian Red Cross CSN Convenors in other States and Territories (up to 2 times per year);.
  - Organise and attend social meetings for the CSNs (a minimum of 2 per year).
  - Liaise with the relevant staff member of the IHL Program in respect to the ongoing work of the CSN.
  - Provide presentations, when available, on IHL and the work of the International Red Cross Red Crescent Movement to local community groups.
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### Knowledge, skills and experience

- Knowledge and strong interest in IHL and the work of the International Red Cross Red Crescent Movement.
  - Previous experience in volunteering and/or in a coordinator role.
  - Ability to effectively engage with community groups and develop networks.
  - Confidence in public speaking and presenting to various audiences.
  - Ability to take initiative.
  - 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 online engagement platforms desirable (eg Trello, Slack, Facebook Workplace, Teams).
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### Check requirements

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

- Complete the Introductory CSN training program.
  - Attend Red Cross Induction, Program Training and ongoing training as required.
  - Complete Red Cross online learning modules as required.
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### 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.

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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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