

AMNESTY INTERNATIONAL



Campaigns Officer

As the world's largest human rights organisation, Amnesty International plays a crucial role in the articulation of human rights aspirations, principles and standards. Key to its influence is sound, timely and impartial action on human rights issues across the world's regions. We are offering an exceptional opportunity to work in a friendly, busy and productive environment. And when you work with Amnesty International, you'll be contributing actively to our fight against injustice across the world.

This is a 12-month fixed-term contract, with possibility for renewal

**Salary: €33,000 - €35,000 per annum, depending on experience
Based in Dublin**

Applications are invited for a full-time **Campaigns Officer**. Based in Dublin, the Campaigns Officer has primary responsibility for assisting the Campaigns Manager with the organisation, implementation and evaluation of the Campaigns programme of the organisation, with particular emphasis on web-based activism and other new and alternative forms of activism, maintenance of communication channels with Amnesty groups and networks and facilitation of human rights campaigning by Amnesty members.

Main responsibilities will include:

- To contribute to the development, implementation and evaluation of the Irish Section's campaigns and activism programme, as part of the Campaigns team.
- To take lead responsibility on specific areas of campaigning, activism and lobbying activity, under the guidance of the Campaigns Manager
- To act as the key point of contact for information and advice on campaigns issues for members and other activists. This includes both external and internal communications, as outlined below:
 - Handling all inquiries/requests from individuals, members, Amnesty International groups for information on campaigns
 - Serving as the Section representative at external conferences/seminars/meetings/coalitions, etc. on campaigns issues at the direction of the Campaigns Manager
 - Internal communications with AI members and groups, in liaison with relevant staff, as appropriate

- Maintaining the content of the Web Action Centre, including Action Centre member lists, e-bulletin and lists and other relevant database lists and reports and ensuring that up to date/relevant campaign actions are regularly featured on the Action Centre pages
- Maintaining relevant data on various lobbying networks including preparation of materials, arranging logistics for training sessions and public meetings
- Regular updating of database to ensure most accurate and comprehensive data on members and other relevant contacts
- Facilitating the effective two-way flow of campaigns information with all relevant staff and to work with all teams in delivering on campaigns elements of strategic and operational plan objectives
- To assist in organising the work of Campaigns volunteers and interns under the supervision of the Campaigns Manager.
- To assist in the organising and implementation of special events such as demonstrations, street campaigning, speakers tours etc.
- To co-ordinate all Campaigns aspects of the Annual Conference and other major events in conjunction with relevant colleagues
- Under the direction of the Campaigns Manager, to work with the Campaigns team in developing and achieving strategic plan objectives and the associated operational plan
- Any other duties as may be assigned by the Directorate from time to time in addition to or in lieu of the duties detailed above

Ideally, the successful candidate will have:

- Demonstrated relevant experience in social justice campaigning
- Third level qualification in human rights/humanitarian law, politics, international relations, development, or a related discipline an advantage. Equivalent experience will also be considered.
- Experience and knowledge of NGOs and human rights/social justice campaigning environment in general
- Knowledge and support of and commitment to Amnesty International's mission
- Organisational skills: ability to organise, prioritise and plan a demanding workload
- Ability to think strategically and work within a team context
- Communication skills: Good writing skills with the ability to edit/summarize documents and make campaigning materials "user friendly", with experience writing for websites an advantage. Experience in translating materials for "Plain English" would also be an advantage.
- Interpersonal skills: Ability to get on with a wide range of people at all levels of the organisation, including members of groups and the public
- Administrative skills and computer literacy including Microsoft Office and the internet
- Flexibility: some weekend and evening work and some travel is required

The starting salary for these **full-time positions of 35 hours per week** is approximately €33,000 - €35,000 per annum. Amnesty International Irish Section offers an attractive employment package of employee benefits.

Please apply by using the **Amnesty International application form only**. Application forms available on www.amnesty.ie under Careers or by contacting the Amnesty International office.

Please return the completed form to **Agata Senkara, Human Resources Manager:**

- **By email: (preference): positions@amnesty.ie**

- **By post: Amnesty International Irish Section, 1st Floor, Ballast House, 18-21 Westmoreland Street, Dublin 2,**
- **By fax: +353 (0) 1 675 1731.**

Please be advised that CVs will not be accepted.

Closing date for applications is 12.00pm, Friday, 10th September 2010. Interviews of short listed candidates will be held the week commencing 13th September 2010.

Amnesty International is an Equal Opportunities Employer and encourages applications from all sectors of the community.