

Outreach and Relationship Officer

OVERALL PURPOSE OF THE JOB

Amnesty International is an independent worldwide movement working impartially for the release of all prisoners of conscience, fair and prompt trials for political prisoners, an end to torture, executions, disappearances, and extrajudicial executions. Amnesty International's vision is of a world in which every person enjoys all of the human rights enshrined in the Universal Declaration of Human Rights and other international human rights standards.

Amnesty International Ireland is recruiting an Outreach and Relationship Officer as part of our work on Ireland's Community Sponsorship programme.

Community Sponsorship is an innovative model of refugee resettlement which offers ordinary people and communities in Ireland an extraordinary opportunity to directly help refugees to rebuild their lives in safety and settle into their new communities. Unlike traditional refugee resettlement models, where the state or state-supported actors provide settlement and integration services directly to refugees in their country of resettlement, community sponsorship invites members of the community to support refugees with all the things that enable a person to settle into a new community – things like helping with finding employment, connecting to social services, enrolling in schools, and introducing families to local public transport and amenities.

This role is funded by the European Commission's Asylum, Migration and Integration Fund (AMIF), which aims to promote the efficient management of migration flows and the implementation, strengthening and development of a common Union approach to asylum and immigration.

MAIN RESPONSIBILITIES

- Directly engaging with participants, including communicating and scheduling of outreach and information events, disseminating materials, responding to queries etc.;
- Delivering and facilitating outreach and information events;
- Establishing and maintaining relationships with a variety of stakeholders;
- Managing and enhancing peer support and partner networks;
- Contribute to the development of resources and materials;
- Ensuring all activities are completed per agreed work plans;
- Maintaining appropriate records of contacts and participation, in line with the organisation's Data Protection procedures;
- Contributing to ongoing reporting and monitoring.

PERSON SPECIFICATION

- Demonstrable experience in development and delivery of training and outreach materials;
- Demonstrable experience building and maintain strong relationships with multiple stakeholders;
- Ability to work on own initiative and take ownership of the role;
- Proven ability to produce effective support materials;
- Experience of using monitoring tools, tracking, analysis and reporting;
- Excellent time management; ability to manage multiple priorities and work to deadlines;
- Excellent interpersonal skills and the ability to build rapport and communicate with a wide range of audiences;
- Ability to work as part of a team and collaborate with various stakeholders;

- Proactive approach and strong problem-solving skills;
- Good general IT and administration skills, including Microsoft Office package and working with databases;
- Interest in and support of the aims of Amnesty International and human rights principles in general;

The starting salary for this full-time position of 35 hours per week is approximately €38,000 per annum, depending upon experience.

This role is Initially available until the end of 2023 with opportunities for extension depending on availability of funds.

Applicants are required to complete the Amnesty International application form and forward it to Agata Senkara, Human Resources Manager, at positions@amnesty.ie.

Please note that CVs will not be accepted.

Application form can be downloaded from our website at <https://www.amnesty.ie/get-involved/work-with-us/>.

The closing date for applications is 12 noon on the 31st May 2023