



Position Title: Annual Report Editor (Volunteer)

Date Posted: April 2017

Team: Communications

Responsible to: Director

Location: Level 6, 20 Otter st (Melbourne Polytechnic building), Collingwood

Start Date: May 2017

Hours per week: 8 to 10 hours per week/ Wednesdays & Fridays during office hours/ 8 month commitment.

About Us

Diaspora Action Australia (formerly Humanitarian Crisis Hub) works in Australia with people from countries affected by war and conflict who promote the human rights of people in their countries of origin. We support diaspora community initiatives; provide resources, information and training; facilitate dialogue and shared learning; build networks; and seek to amplify community voices at local, national and international levels. The groups and organisations we work to support contribute to peacebuilding, raise awareness of human-rights issues, contribute their skills, passion and money to set up vital services such as schools and health centres, and they urge the international community to sit up and take notice of what is happening in war-torn countries. Diaspora Action Australia (DAA) is the only organisation in Australia specifically dedicated to supporting these initiatives.

Diaspora Action Australia was founded in 2008 and is independent of political or religious affiliation. In 2011 we were awarded the ACFID Sir Ron Wilson Human Rights Award for outstanding contribution to human rights in the international development sector, and in 2012 received an Award of Excellence from the Victorian Multicultural Commission.

We are committed to community development principles and a rights-based approach. We are committed to protecting the rights of all children to live safely, free from exploitation and/or abuse.

About the annual report:

The Annual Report is the largest project of the Communications Team. It is an external communications publication presenting all important DAA projects, activities and financial reports of each financial year. The Annual Report is an official, multipurpose document used to provide information to potential funders, sponsors and donors of DAA; governmental bodies; community partners; DAA members; as well as new and current DAA staff and volunteers. It is therefore essential that the annual report remain primarily informative, and be an appropriate representation of DAA to all members of the external community. The coordination and production of the annual report requires the completion of many defined stages by different members of the communications team, the director, and the wider volunteer base.

Purpose of the Role

The Annual Report Editor will coordinate and manage the overall process to produce the Annual Report, working closely with the Director, the Communications Coordinator, the Graphic Designer and other DAA team members.

Key Responsibilities:

- a) Coordinate planning meetings with members of the DAA community who will contribute to the report
- b) Coordinate the collection of data that will be used in the annual report
- c) Help in the selection of a pro-bono professional Graphic Designer
- d) Create an approved page plan; draft or source content to match this plan
- e) Write and submit writers' drafts to writers of each article
- f) Editing of all articles; submit all articles to sub-editors; final overall edit and review of report as a whole
- g) Sourcing/drafting of photographs and other graphics; obtain approvals for use of photos
- h) Submission of report to Director and Governance Committee members for approval; final edit based on reviews
- i) Coordination with Graphic Designer to finalise layout and overall presentation of report
- j) Other duties as required

Key Selection Criteria:

- a) Degree in Communications, Journalism, or related field
- b) Professional training and experience in editing/publishing.
- c) Documented experience in editing publications such as annual reports or similar products from start to finish
- d) Fluent (native speaker level) English with outstanding written and verbal communication skills
- e) Must be available during office hours on Wednesdays and Fridays
- f) Knowledge and/or experience in communications, especially skills in report writing/editing; professional copy editing experience
- g) Strong time management, organisational and efficient multi-tasking skills
- h) Knowledge/experience of human rights, international development, conflict areas or related fields highly desirable
- i) Ability to communicate effectively with people from a diverse range of cultural backgrounds
- j) Understanding of and commitment to Diaspora Action Australia's philosophy, principles and objectives

People of diverse cultural and linguistic backgrounds are encouraged to apply. We welcome applications from refugees and migrants from countries experiencing conflict/humanitarian crises, from international students, City of Melbourne residents, and people with disabilities.

What volunteers gain from their experience with Diaspora Action Australia:

- Useful work experience and training with a respected NGO (non-government organisation) that can be added to your resume
- References for volunteers who successfully complete 6 or 8 months with DAA
- A full induction and a supportive and friendly working environment
- Reimbursement towards travel expenses (i.e. Myki fares)
- Regular team meetings and free workshops according to availability
- A dedicated Volunteer Coordinator to support volunteers
- Plenty of coffee, tea, and biscuits!

Please send a resume, examples of your work, and a cover letter addressing the above key selection criteria to to humanresources@diasporaaction.org.au. Only applicants meeting the key selection criteria will be contacted.