



Position Title: Writer (Volunteer)

Date Posted: March 2017

Team: Communications

Responsible to: Communications Coordinator

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

Start Date: Immediate

Hours per week: 8 hours per week / 6 month minimum commitment; must be available for team meetings on Fridays

Background

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, and to keeping children safe and ensuring that our activities and programs do no harm to children, and as such all staff and volunteers are required to sign and comply with our Child Protection policy.

Purpose of the Role:

The Writer produces articles and blogs about our work and the work of our community partners for use on our website, newsletter and in our Annual Report. The Writer also interviews and writes about our community partners and DAA staff and volunteers, as part of a storytelling culture. This position sits within the Communications team, but also works closely with the Community Engagement team and the Annual Report Editor.

Key Responsibilities:

- a) Write articles, blogs and features about our work and our community partners for our website, newsletter and annual report
- b) Occasionally interview a member of the community groups we work with, to write features promoting their work
- c) Provide some writing support to our community partners to develop and maintain their communications channels (newsletter, website)
- d) Occasionally interview DAA staff/volunteers and write some pieces for our annual report
- e) Participate in some DAA and partners' activities (some evenings and / or weekends) and write features about DAA's work
- f) Participate in weekly Communications team meetings on Fridays (1 – 2 pm) and support the work of the team
- g) When possible participate in weekly Community Engagement team meetings on Friday mornings
- h) Collaborate with other DAA team members as required

Key Selection Criteria:

- a) Undergraduate degree in Journalism, Communications, or related subject
- b) Professional experience as a writer, journalist
- c) Excellent written and verbal communication skills
- d) Experience in writing for website
- e) Ability to work within and cultivate a storytelling culture
- f) Availability to attend meetings on Fridays and some events outside of office hours
- g) Knowledge of/interest in human rights, international development, conflict areas or related fields highly desirable
- h) Ability to communicate effectively with people from a diverse range of cultural backgrounds
- i) 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, international students, and people with disabilities.

What volunteers gain from their experience with Diaspora Action Australia:

- useful work experience & training with a respected NGO (non-government organisation) that can be added to your resume
- future references for volunteers who complete six months with the organisation
- 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
- dedicated Volunteer Coordinator to support volunteers
- coffee, tea, and biscuits!

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