



Position Title: Editorial Coordinator (Volunteer)

Date Posted: May 2017

Team: Communications

Responsible to: Communications Coordinator

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

Start Date: Immediately

Hours per week: 8-10 hours per week /Monday-Friday/ ongoing, minimum 6-month commitment; must be available for team meetings on Fridays

Background

Diaspora Action Australia's team is committed to peace, development and the protection of people's human rights. We are looking for skilled volunteers who are passionate about our work to support diaspora community organisations. We offer a supportive work environment for people of all backgrounds. 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 Role:

The Editorial Coordinator will strategically manage and edit our publications, content for social media sites and website as well as other projects as required. The role may include writing as well as coordinating with the other writers and Comms team members for each article, monitor the progress of the writers to ensure content is delivered on time, edit the articles, ensure sign-off, and then relay it to the web manager, social media co-ordinator, PR co-ordinator or relevant person to publish it.

Key Responsibilities:

- a) Create an approved content plan for our website and other projects
- b) Liaise with other staff and volunteers
- c) Send brief to writers
- d) Monitor progress of the work
- e) Edit articles and other copy
- f) Ensure sign-off procedure is followed
- g) Give new content to Web Editor/Manager for uploading onto the website
- h) Monitor that sections on the website are kept up to date.
- i) Other duties as required

Key Selection Criteria:

- a) Degree in Communications, Journalism, Humanities, Social Sciences or related field
- a) Minimum 2 years experience in editing/publishing, including sub editing and proof reading experience
- b) Fluent (native speaker level) English with superlative written and verbal communication skills
- c) Excellent computer proficiency
- d) Strong people management, strategic thinking, organisational and time management skills
- e) Must be available on Fridays, and some Wednesdays, for meetings, and at other times throughout the week
- f) Knowledge of, and a strong interest in, refugee issues, human rights, international development, or related fields is essential
- g) Ability to communicate effectively with people from a diverse range of cultural backgrounds
- h) 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:

- a wonderful opportunity to add project management and publishing experience with a respected NGO (non-government organisation) to your resume
- the opportunity to engage with others who are passionate about their work and committed to our vision of an Australia where diaspora communities from countries in war and conflict have a strong voice and the power to promote change and improve human rights in their country of origin
- a full induction, training opportunities and a supportive and friendly working environment
- regular team meetings and free workshops according to availability
- reimbursement towards travel expenses (i.e. Myki fares)
- dedicated Volunteer Coordinator to support volunteers
- coffee, tea, and biscuits!

Please send a resume, examples of your work, and a cover letter addressing the Key Selection Criteria and your reasons for wishing to volunteer with DAA to the Volunteer Coordinator at humanresources@diasporaaction.org.au