



Description of volunteer project and person specification

Title	Right to Education Project (RTE) Communications Volunteer
Volunteer schedule	Flexible (ideally 3-4 days a week for a minimum of three months starting in July)
Recompense	Unpaid (reimbursement for reasonable travel expenses to and from office location and for lunch)
Reporting to	(RTE) Project Officer

Context

Are you passionate about making a real difference?

ActionAid is a leading international charity working in over 45 countries. We work with the poorest women and children in the world, changing their lives for good. Our local staff provide immediate, hands-on support to women and children living on the margins of survival. Together we demand action at local, national and international level. We don't walk away until we've achieved lasting change.

The Right to Education Project (RTE), housed at ActionAid International in London, is a collaborative initiative between ActionAid International, Amnesty International, the Global Campaign for Education, Save the Children, and Human Rights Watch. RTE promotes mobilisation and accountability on the right to education, seeking to build bridges across the human rights, education and development disciplines. RTE conducts research, builds capacity, develops resources for advocacy, and collaborates with a wide network of human rights, development, and education practitioners.

Purpose of the volunteer role

We are currently seeking a volunteer to assist in the communications work of RTE and be part of a small team based at ActionAid's offices in London.

The volunteer will mainly assist in the development and maintenance of the RTE website (www.right-to-education.org) and should therefore possess excellent English writing skills.

RTE's website is the premier online resource on the right to education and we are seeking a volunteer to help us keep it updated. This will include staying abreast of new developments in the field, new reports, and important right to education court cases. Volunteers will also have the opportunity to write pieces for online publication. Experience with Drupal (or other CMS) is desirable.

In addition the volunteer will assist with promotion of the website through social media platforms. Working knowledge of Facebook, Twitter, and LinkedIn is therefore essential.

The website is also available in French, Spanish, and Arabic. Proficiency in any of these languages is desired but not essential.

Last updated June 2016

Ideally, the volunteer will have an understanding of international human rights law, including economic and social rights with a commitment to the right to education.

Key tasks and responsibilities

- Updating, developing, and uploading content for the website (webpages, news, success stories, etc.)
- Monitoring the news for right to education related items such as: important court cases, developments in the field, new reports, resources, events, etc.
- Editing and proofreading of online content
- Promoting new resources and RTE activities through social media
- Assist in the production of RTE's monthly e-Bulletin
- Collect analytics data
- Assist in internal communications, mainly the updating of a contacts database
- Provide research for the development of a new communications strategy (tbd)
- Assist in the maintenance of our alternate language websites (French, Spanish, and Arabic)

Person Specification

Skills and Abilities	
<i>Essential</i>	<i>Desirable</i>
Excellent communications skills, including fluency in English	
Excellent research skills	
Excellent written and editing skills, including ability to translate complex legal information into accessible information for non-legal professionals	
Computer literate with a willingness to learn new skills, including website management	
Working knowledge of social media platforms	
Strong interpersonal and organisational skills	
	Experience with Drupal or other CMSs
	Degree in communications or related subject, or relevant experience to degree level
	Experience updating CRMs
Knowledge and Experience	
Commitment to the right to education cause	
	Studies in human rights and/or international law
	Working knowledge of other languages,

	especially French, Spanish and/or Arabic
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Application

Interested applicants should email a CV and cover letter to volunteering@actionaid.org by Thursday, 30 June 2016. Interviews will be held on Thursday 7 July 2016.