

Volunteer Project: Human Rights News Roundup

Duration: 6 months (May 2020 to September 2020)

Number of volunteers: 2

Commitment: 1 day a week

Location: Remote working/Based from home.

Managed by: HRC Director

Target: The assist in the development and distribution of a weekly roundup of human rights related news stories from Northern Ireland.

Aim: To ensure regular communication of relevant human rights related news across the HRC membership, supporters and wider public.

Benefit: The volunteer will gain knowledge of a broad spectrum of current human rights issues within Northern Ireland and how those same stories are covered by local and international media outlets. The volunteer will also gain experience in selecting, drafting and summarising communications on relevant news stories for a public audience, working in a team and meeting a set deadline. Finally, the volunteer will gain knowledge and experience of using online communications platforms such as Mailchimp and Word press.

Methodology:

The volunteers will:

- Carry out a weekly review of media coverage relating to Northern Ireland. (each volunteer will be assigned a list of publications).
- Sift same coverage and draw out relevant stories that have human rights related themes/content.
- Draft short summaries for each story and integrate relevant links to source material/coverage.
- In collaboration with the other project volunteer collate each summary into a wider report and upload in draft format as weekly human rights news roundup to HRC Mailchimp template.
- Alert HRC supervisor that draft roundup is available for review/approval/processing.
- Assist HRC staff in any relevant online distribution such as uploads to HRC website or integration on social media platforms.

Other duties which may be required include attending relevant meetings, assisting with general office and administrative tasks.

Line Management: The volunteer is responsible to the Director who will oversee the quality and progress of their work. Volunteers must report to the Director, or in his absence to the Human Rights Officer (Campaigns and Membership), demonstrating the work completed at the end of each shift. Progress review sessions will take place every two weeks.

Completion: At the end of the 6-month period the Director will assess the volunteers work and provide a detailed reference for their future use.

How to Apply: Please send your CV and details of your availability to the Consortium Director Kevin Hanratty kevin@humanrightsconsortium.org by **Monday 18th May**.