

## Volunteer Project: Human Rights Festival

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**Duration:** 6 months (July 2023 to December 2023)

**Number of volunteers:** 2

**Commitment:** 1 day/7 hours a week

**Location:** Online with ability to work from the Human Rights Consortium office, Community House, 6A Albert Street, Belfast, BT12 4HQ

**Managed by:** Human Rights Officer

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**Target:** To assist in the development and running of the Northern Ireland Human Rights Festival which will take place in December 2023

**Aim:** To help coordinate a programme of online and in-person festival events seeking to positively promote, challenge and engage the public in celebrating human rights, and provide support in their promotion.

### **Methodology:**

The volunteer will:

- Provide administrative assistance to the Human Rights Officer in organising the Festival programme of events and website.
- Contact members groups and external organisations and individuals to source and secure events, venues and artists for the Festival.
- Maintain an accurate and up to date list of all festival events.
- Work with external agencies (designers, printers, distributors) to develop and deliver promotion of the festival.
- Help to market and promote the Festival among the press and public through external advertisement and social media campaigns.
- Be available during the week of the festival to assist with the delivery and smooth running of events.

Other duties which may be required include attending member meetings, external meetings, and assisting with other general administrative tasks.

**Line Management:** The volunteer is responsible to the Human Rights Officer who will oversee the quality and progress of their work. Volunteers must report to her or in her absence to the Human Rights Consortium Director, demonstrating the work completed and progress sessions will take place every two weeks.

**Completion:** At the end of the 6-month period the Human Rights Consortium Director will assess the volunteer's work and provide a detailed reference for the volunteer's future use.