

Volunteer Project: Human Rights Membership Database

Duration: 3 months (July 2023 to September 2023)

Number of volunteers: 1

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

Target: The assist in updating the Human Rights Consortium membership database.

Aim: To ensure that the database of human rights consortium members is accurate and up to date. This will ensure that communications between the Consortium and its membership is relevant and appropriate.

Benefit: The volunteer will gain experience in communications and administrative tasks and liaise with a broad spectrum of human rights organisations across Northern Ireland.

Methodology:

The volunteer will:

- Carry out a review of the Human Rights Consortium membership contact details.
- Contact all consortium member organisations to confirm current contact information.
- Collate confirmed and updated contact information into a membership database for use in Consortium communications.

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 Human Rights Officer who will oversee the quality and progress of their work. Volunteers must report to the Human Rights Officer, or in her absence to the Consortium Director, 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 3-month period the Director will assess the volunteers work and provide a detailed reference for their future use.