

Description of volunteer project and person specification

Title	Right to Education Project - Volunteer
Volunteer schedule	October 2011 – March 2012 (2-3 days/week)
Recompense	Unpaid (reimbursement for reasonable travel expenses to and from office location and for lunch)
Reporting to	Right to Education Project Coordinator

Context

Are you passionate about making a real difference?

As part of the global ActionAid family, we are helping to build a fair and just world where everyone can claim their rights. To achieve this we work with local people in more than 45 countries to fight hunger and disease, seek justice and education for women, hold companies and governments to account and help communities cope with emergencies.

The Right to Education Project aims to promote social mobilisation and legal accountability on the legal challenges of the right to education. The cornerstone of the Project is a wide-reaching website on education rights. The Project also undertakes comparative research to advance understanding of the right to education, builds capacity amongst stakeholders, and collaborates with civil society, governments, international organisations and the academic community. The Project works in partnership with ActionAid International, Amnesty International, and the Global Campaign for Education.

Purpose of the volunteer role

The Right to Education Project is seeking a volunteer to assist in the implementation of the Right to Education Project initiatives. The volunteer will work at ActionAid International's office in London with the Right to Education Project Coordinator and the Project's Steering Committee.

Key tasks and responsibilities

- Provide general support to the Right to Education Project initiatives
- Conduct research on strategic priority areas, e.g., constitutional analysis of the right to education, etc.
- Create and maintain project databases
- Draft and upload content for project website; contribute to the development of website in general
- Assist in the organization of project events, including making logistical arrangements
- Assist in the drafting of funding proposals
- Actively participate in meetings and events; other tasks that may be assigned.

Person Specification

- Understanding of international human rights law; knowledge of economic and social rights and/or children's rights an advantage; commitment to the right to education essential
- Computer literacy; web or database experience a plus (no computer programming experience necessary)
- Excellent English verbal and written communication skills; fluency in additional languages a plus
- Good research and analytical skills
- Strong organizational and administrative skills
- Attention to detail and good problem-solving abilities; willingness to be a part of a team.

Knowledge and Experience	
<i>Essential</i>	<i>Desirable</i>
Understanding of international human rights law; commitment to the right to education	Knowledge of economic and social rights and/or children's rights
Skills and Abilities	
Excellent English verbal and written communication skills	Fluent in additional languages
Computer literacy	web or database experience
Good research and analytical skills	
Strong organisational and administrative skills	
Attention to detail and good problem-solving abilities; willingness to work as a member of a team	

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