



Share an opportunity today!

# Baptist World Aid Australia

Volunteer Activity Statement	
<b>Job Title:</b>	Advocacy Researcher
<b>Department:</b>	Community Engagement – Advocacy, Education and Major Gifts
<b>Supervisor:</b>	Gershon Nimbalker, Advocacy Coordinator
<b>Coordinator:</b>	Shelley Taylor, Volunteer Program Coordinator
<b>Hours per Week:</b>	1-2 days per week – minimum 6 hours, on an ongoing basis in the office on Mondays and/or Tuesdays. Starting in late Jan 2012, for a minimum 6 month commitment. Option to work from home, in addition to 6 hours in office.
<b>Location:</b>	Baptist World Aid Australia head office, Forestville NSW. Option to work from home in addition to 6 hours in office.
Purpose	
<p>In the world today there are 27 million people trapped in slavery. Many of them work tirelessly; they are beaten and abused in order to make the goods we consume. Beyond this, there are 10's of millions more that are underpaid and exploited. Despite working long hours, day in and day out, they are still not paid enough to adequately look after themselves and their families. Things do not have to be this way.</p> <p>Companies can change this by simply improving the conditions they write into their supplier contracts. Consumers can help ensure this happens by choosing to buy from companies with good corporate policies.</p> <p>Baptist World Aid Australia is launching a new initiative, in partnership with Free2Work, to make this a reality. Imagine being able to walk into any store and using your phone to find out whether or not the product you are about to buy is ethically produced? Well with your help we can make this happen. We're looking for volunteer researchers to work with companies to find out what practices they have in place to minimise the risk of slavery and exploitation. We'll then use this data to award companies a grade, which will be recorded on a website and made available via a smart-phone app.</p> <p>A number volunteers are being recruited to perform this company research for the soon to be launched Australian Free to Work Program <a href="http://www.free2work.org">www.free2work.org</a> (American site) which will be working in partnership with Baptist World Aid Australia's 'Behind the Barcode' ethical sourcing program <a href="http://www.catalystonline.org.au">www.catalystonline.org.au</a></p>	
Main Activities	
<ul style="list-style-type: none"><li>▪ Build relationships with key ethical sourcing contacts within companies and organisations.</li><li>▪ Contact companies by email and phone to gain information about their ethical sourcing practices regarding labour.</li><li>▪ Maintain a record of all companies currently being researched and their current research status.</li><li>▪ Suggest and recommend companies to target for advocacy campaigns.</li><li>▪ Assist with other related tasks where needed as agreed in consultation with staff.</li></ul>	

## Selection Criteria

### Essential

- Demonstrated initiative and problem solving skills
- Demonstrated people liaison and relationship skills.
- Demonstrated clear and effective phone manner.
- Demonstrated high level written and spoken English communication skills
- Demonstrated ability to work independently without direct supervision.
- Demonstrated computer skills including Microsoft Office and Excel.
- Accuracy and attention to detail
- Ability to maintain confidentiality as appropriate
- Strong commitment to Baptist World Aid Australia's Vision, Mission and Mandate

### Desirable

- Demonstrated ability to work co-operatively in a team environment
- Excellent written communication skills.
- Willing to assist with other related tasks where needed.

## General Notes

### Continuous Improvement and Best Practice

As a volunteer of Baptist World Aid Australia, which has a core value of being "committed to excellence and quality by being a creative and learning organisation", you will be able to participate in any continuous improvement exercises and seek best practice in fulfilling your role.

You will be required to become familiar with and follow Baptist World Aid Australia's policies and procedures for volunteers. You will also have the opportunity to contribute to the ongoing development and improvement of Baptist World Aid Australia's policies and practices.

### Training

- Initial training will be provided by your supervisor, as well as ongoing training and support where needed.

### Trial Period and Check In

- A trial period of 3 months will be in place to enable both volunteers and staff to evaluate the suitability of the role and make adjustments as needed.
- After 4 weeks there will be a "check in" to consider the suitability of the role and make adjustments as needed.

### Evaluation

- Volunteers will meet with Shelley Taylor, the Volunteer Program Coordinator for an Annual Support and Feedback meeting. This will be a chance to give and receive feedback and encouragement on your work, as well as an opportunity to formally discuss your role. Ongoing informal support and feedback is also provided by staff and is available as needed.

### Resources

- A work space will be provided, along with other equipment needed to complete the job.

**Volunteer Support**

- Training – initial and ongoing
- Ongoing informal support and feedback as needed
- Volunteer Program Coordinator
- Annual Support and Feedback Meeting
- Fellow volunteers
- Staff members
- Baptist World Aid Australia Chaplains
- Regular communication by way of monthly newsletter

**Occupational Health and Safety and Equal Employment Opportunity:**

It is your responsibility to take reasonable care for the health and safety of all people within the workplace and for all people who may be affected by your acts or omissions.

You shall also cooperate in implementing Occupational Health and Safety legislation and standards.

You are also accountable and responsible for complying with all Baptist World Aid Australia policies and procedures designed to eliminate discrimination in the workplace.

**Child Safe Organisation:**

Baptist World Aid Australia is a child safe organisation and all employees and volunteers are required to read and understand our child protection policy, and in addition, sign and abide by our child safe code of conduct.

All employees are required to provide authorisation for a National Criminal History check and a Working with Children Prohibited Employment Declaration.

**How to Apply:**

Applicants must address the Selection Criteria and demonstrate their capacity to fulfil the Main Activities of this position.

Applications should be sent to:  
Shelley Taylor  
Volunteer Program Coordinator  
Baptist World Aid Australia  
Locked Bag 122  
Frenchs Forest NSW 2086  
Email: [shelley.taylor@baptistworldaid.org.au](mailto:shelley.taylor@baptistworldaid.org.au)  
Phone: 02 9921 3307