**Volunteer Role Descriptor**

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| **Role** | Human Rights Researcher |
| **Reporting to** | Drew Dalton (Trustee) |
| **Average hours** | Approx 12 hours per month (variable) for at least a year |

**Volunteering at ReportOUT:**

Reliable, well-trained and passionate volunteers are vital to the work of ReportOUT and to our three-year Strategic Plan (2022-2025). Our volunteers give more than their time and energy, they are a vital part of our organisation and so we invest heavily in volunteer support, training and development. We offer a professionalised volunteering experience at ReportOUT and our roles and your responsibilities given, will reflect this.

We seek highly skilled, flexible, reliable and experienced individuals to join us. Due to organisational demand we are after specific skills and abilities in our volunteering roles. Whilst all of our volunteer roles have clear roles as set out in this role descriptor, your role sometimes demands more and so we need people who are flexible and 'can do' in their approach.

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| **What does this role do?** |
| The mission of the Communications Team as to be responsive, reactive, and to grow our voice via our communications platforms.  These range from our:   * Newsletter * Social media (Instagram, Facebook, Twitter, LinkedIn and more recently, TikTok) * YouTube channel * Blog function on our website * Internal communications via SharePoint   As ReportOUT grows, we are rapidly becoming a voice of knowledge and expertise of LGBTQ+ issues around the world. Our ‘OUT In Uganda’ project, documenting lived experiences of LGBTQ+ citizens in one of the most homophobic countries in the world. This was featured by press including the Gay Times.  As we enter 2023, we are wanting to grow our small, but very dedicated, team to bring in new and active people who can respond quickly to our organisational needs.  Communications at ReportOUT can be both individual and small team-based, so applicants should be comfortable working in both contexts. We meet once a month as a team and once per month with the broader ReportOUT volunteer team.  Our volunteer team is as diverse as they come with representation from around the world and a host of experience within academia, public and private sectors, and NGOs. It doesn’t matter what your background, nationality or identity is, you will find a home at ReportOUT. What matters most is your passion and commitment to our work to report, inform and defend the world’s most hostile countries for LGBTQ+ citizens. **We ask for a minimum 12hrs per month over a period of at least a year.** How you manage this around your existing commitments is up to you and normally agreed in discussion with the team you’re working within.  In return for your commitment, we provide a volunteering experience like no other. This includes professional training and development rarely seen in any charity, let alone one fully staffed by volunteers, opportunities to attend and contribute to events attended by big hitters in the industry and access to a range of tools to help you be the best you can be. We are extremely proud to have received over 95% satisfaction from our volunteers in our most recent survey.  It is in this context that we are excited to be open for applications for the next generation of ReportOUT Communications Officers. We are open to applicants from around the world and we can’t wait to hear from you. |
| **What do we expect from you?** |
| * 12hrs commitment a month over a minimum period of 12 months, not including team meetings. * An excellent level of written and spoken English. * A fluency with using social media to advance messages. * Ability to use Canva to design imagery and infographics using our branding guidelines. * Willingness to work with others (our volunteers come from around the globe so typically virtually) including other volunteer teams where needed. * To be able to volunteer unsupervised, using your own initiative. * A positive ‘can do’ attitude and total reliability. * Very reactive to messages and urgent priorities. * Ability to manage ReportOUT commitments around ‘life’ and commitment to meeting deadlines. * To use our internal and external communication systems when needed and to keep abreast of them often. * Strong IT skills an advantage so you can operate Microsoft systems and learn other systems with ease. * Excellent attention to detail and the ability to analyse data and information and produce compelling conclusions – to analyse our social media metrics with confidence. * To attend monthly volunteer team meetings and take part in a volunteer supervision with your lead trustee every 3 months. * To be a positive advocate for ReportOUT publicly (social media, university networks etc) * To read and abide by relevant policies, equality and diversity principles, data protection laws and confidentiality guidelines |
| **What skills, qualifications and experiences do you need for this role?** |
| * **Must** be able to use Canva to design, Teams, and social media platforms outlined above. * Ability to use SharePoint and Wix are an advantage, but training can be given. * Attention to detail and strong understanding of the need to talk to other teams at ReportOUT to gather information about what they are doing. * Excellent levels of written and spoken English are essential. * An ability to speak any foreign languages is desirable but not essential. |
| **How do I apply?** |
| * Send a copy of your CV and a short cover letter (both in English). The cover letter should include a brief summary of: * What attracts you to be a volunteer at ReportOUT? Why us? * Why effective communications are key to the continued success of ReportOUT * Why your CV experience can help us as a Communications Team   Please send these to Drew Dalton at: [drewdalton@reportout.org](mailto:drewdalton@reportout.org)  **Important: If successful for this role, you must be available on the 4th, 18th, and 25th March from 1-4pm (UK time) for induction training via MS Teams (held online)** |