



Queensland Convenors: Position Description

About the roles

The successful applicants will be lawyers or final year law students with a knowledge of and passion for international human rights law.

ALHR QLD Convenors manage ALHR's advocacy on a wide range of human rights issues at the state level. This includes working in collaboration with ALHR's national thematic subcommittees on areas of strategic priority. ALHR convenors are supported and guided by ALHR's National Committee and Executive Management Committee.

Overarching responsibilities

In their work on behalf of ALHR all members of the ALHR National Committee are expected to:

- (a) Regularly brief the ALHR Executive;
- (b) Work collaboratively as part of a national team in a manner that ensures all relevant members of the National Committee are involved in the work being undertaken;
- (c) Comply with ALHR's internal policies at all times;
- (d) Treat all internal ALHR documents, communications and policies as confidential;
- (e) Treat all documents and communications created in the course of ALHR's work as the intellectual property of ALHR;
- (f) Represent ALHR in a professional manner at all times;
- (g) Not engage in conduct that would bring or risk bringing ALHR or members of its National Committee into disrepute;
- (h) Act consistently with ALHR's purpose of promoting laws and standards that are consistent with international human rights law standards.

Expectation of the roles

Activities are expected to be shared collaboratively amongst the successful applicants and it is anticipated that the roles require an average individual time commitment of 2 - 3 hours per-week.

1. Comply at all times with ALHR's policies and procedures.
2. Focus on proactively addressing and confronting local human rights issues through:
 - o membership-engagement;

- submission-writing;
 - letter writing;
 - strategic political engagement;
 - media engagement;
 - organising educational & fundraising events;
3. Draft and send newsletters to the State/Territory membership.
 4. Closely Monitor and respond promptly to emails sent to the ALHR Convenor email address. Emails should at least be checked every second day.
 5. Engage with and reach out to enthusiastic members and ensure they are given opportunities to contribute to ALHR's multi-faceted advocacy.
 6. Network with other local NGOs, groups, organisations and stakeholders in order to collaborate on advocacy, including co-hosting events.
 7. Consistently attend the monthly meeting of the ALHR National Committee to report back on ALHR QLD activities. State/Territory Convenors are expected to work together to ensure that there is always at least one ALHR Co-Convenor present at the monthly meetings of the National Committee.
 8. Proactively engage and work with ALHR's thematic national Subcommittees to conduct advocacy on local human rights issues.

These are voluntary positions and successful applicants will need to maintain a current annual [ALHR membership](#).

How to Apply

Please send any queries about the role or your expression of interest, including cover letter and a copy of your CV to **president@alhr.org.au**.