

## Position Description

### General Member of the Steering Committee

#### About the Rights Advocacy Project (RAP)

The Rights Advocacy Project (RAP) is a community of lawyers and activists working to advance human rights and civil liberties in Australia. Our mission is to empower and connect the next generation of human rights advocates by providing them with the knowledge and tools to plan and execute strategic advocacy projects for fairer and more just laws.

RAP connects teams of early-career human rights advocates, known as program advocates, with established human rights advocates in a program where they work on strategic and high impact law reform projects in pursuit of systemic change.

#### *Empowering the next generation*

- We provide program advocates with **knowledge and tools** about law reform and campaigning so they can design and deliver projects
- We foster a **community** of human rights advocates

#### *Our projects*

- Our work is **focused on solutions and change**
- Our work is **strategic** and targets long-term law reform issues
- Our work **adds value**
- Our work is **rigorous**
- Our work is **clear, persuasive and accessible**

#### About Liberty Victoria

RAP is part of Liberty Victoria, an independent non-government organisation that has a long and proud history of campaigning to defend and extend human rights and civil liberties. The current President of Liberty Victoria is Michael Stanton.

Liberty Victoria supports the RAP program as a means of fostering emerging human rights advocates and engaging younger people in its work.

The work of Liberty Victoria is supported by members of the public who pay a membership fee. The organisation is run by two voluntary committees (Policy Committee and Management Committee) and one part-time employee, Niloofar Kalantar, Executive Officer. The Management Committee focuses primarily on administration of Liberty Victoria, events,

fundraising and communications while the Policy Committee provides submissions to governments, responds to public debate on civil rights and fosters the development of human rights advocates. Members of the Management Committee and Policy Committee meet once a month. See the [Liberty Victoria website](#) for a list of the Committee members.

## About the Steering Committee

RAP's work is led by a Steering Committee. See the [RAP website](#) for a list of the current Steering Committee Members.

We are looking for General Members to join our Steering Committee who have a strong sense of social justice and share our vision. As a General Member, you will contribute to all aspects of the work of the Steering Committee including governance, advocacy, events, training and recruitment in pursuit of our vision.

We are interested in recruiting for General Members with experience in law reform, human rights, social change movements, journalism, policy, advocacy, campaigning and/or community engagement.

This is a volunteer role (approximately 4 hours per week).

## Key responsibilities

- Attend monthly Steering Committee meetings (usually second Thursday of the month) and from time to time attend monthly Liberty Victoria meetings (usually first Tuesday of the month).
- Assist with decision-making regarding RAP's goals and strategic direction, and governance.
- Assist with the delivery of the RAP program, including assisting with the planning and delivery of training.
- Assist with coordinating RAP events, including fundraising events.
- Assist with growing and maintaining RAP's social media presence including posting on RAP's Instagram, Twitter and LinkedIn.
- Assist to build, strengthen and maintain relationships with peer organisations and to build RAP's profile in the sector.
- Assist to monitor past issues RAP teams have worked on and identify opportunities for further advocacy in relation to past projects (i.e. media releases, consulting with stakeholders, meeting with decision-makers, publishing opinion pieces, blog posts, submissions to government etc).
- Assist to coordinate alumni interested in ongoing involvement with RAP.

## Key selection criteria

The key selection criteria for this role are:

- Passion for social justice and committed to RAP's mission;
- Able to think critically and strategically about making change;

- Able to work well in a dynamic and fast-paced volunteer team environment;
- Able to self-start and self-motivate.
- Able to problem-solve; plan and coordinate RAP activities, meet timelines; and be agile as needed;
- Able to build and maintain advocacy relationships with a range of stakeholders including organisational peers, government, community and journalists; and
- Able to work in a way that is inclusive, intersectional, and anti-racist.

Prior experience completing the RAP program and/or advocacy experience in one of RAP's focus areas (criminal justice reform, rights of refugees and people seeking asylum and equality and government accountability) is helpful but not necessary.

## How to apply

To apply for this position, please send a current resume and short covering letter outlining your skills and interest in the position.

Applications should be emailed to [rap@libertyvictoria.org.au](mailto:rap@libertyvictoria.org.au). Applications will be assessed on a rolling basis.

For further information, go to [rightsadvocacyproject.org.au](https://rightsadvocacyproject.org.au) or please contact us at [rap@libertyvictoria.org.au](mailto:rap@libertyvictoria.org.au).

RAP is committed to promoting diversity and inclusion. We encourage people from culturally diverse backgrounds, including Aboriginal and Torres Strait Islander people, to apply for this position. We will make reasonable adjustments where possible for people with disabilities. All applicants will be considered for this role regardless of race, religion, sex, sexual orientation, gender identity or disability status.