

Project Assistant (Volunteer)

Ecumenical Accompaniment Program for Palestine and Israel

Recruiter: Act for Peace - The humanitarian agency of the National Council of Churches in Australia (NCCA)

Work Type/s: Volunteer / Internship

Classification/s: International Aid & Development, Project Management, Social Work, Volunteer Engagement and Coordination

Sector/s: Not For Profit (NFP), program management, volunteer coordination, fundraising.

Location: Flexible within Australia.

Duration of volunteer role (19 weeks not including Christmas / NYE shut down period, three days per week):

- Start date: 2 December 2024
- Closed for Christmas break / New Year break (two weeks)
- Proposed finish date: Friday 25 April 2025

To apply: Please apply via the job application site on our website:

<https://actforpeace.org.au/learn/work-with-us/>

Please upload your CV and a 1-2 page cover letter with response to the selection criteria by 9am Friday 22nd November, and applications will be considered on an as received basis.

Job applications will not be accepted via email and need to be uploaded through our website.

Please contact eappi@actforpeace.org.au if you have any queries. Thank you for your interest in this position.

Background to the organization

Are you looking for an opportunity to join a dynamic, fast-paced small team where you will learn a lot and contribute to positive impacts on the ground for communities affected by conflict and displacement? If you are, Act for Peace is looking for a Project Assistant (volunteer) to support a human rights and unarmed civilian peacekeeping program in the West Bank.

Act for Peace's vision is for a peaceful world where all people share a safe, just and dignified life. Our purpose is to empower passionate people to work together to achieve safety, justice and dignity in communities threatened by conflict and disaster.

With support from Act for Peace and like agencies, our overseas partners assist people affected by conflict, disaster and displacement. We have a strong focus on displaced communities, community based disaster risk management, and sustainable development, integrating a peace-building approach.

Our suite of programs includes field based projects, organizational strengthening initiatives and advocacy and research initiatives.

Act for Peace is committed to ensuring that this opportunity to learn and grow as an international development professional. While you will be expected to work hard, you will be supported by an experienced team.

Focus of this role

This opportunity relates to a project called the [Ecumenical Accompaniment Program in Palestine and Israel \(EAPPI\)](#). This program was created by and ultimately managed by the World Council of Churches (WCC) with Jerusalem and Geneva based staff. The program works through National Coordination bodies in 25 countries around the world. This programmatic infrastructure exists to support teams of international volunteers, 'Ecumenical Accompaniers' (EAs) who undertake three month deployments in the occupied West Bank, and then return to their home countries to undertake awareness raising and advocacy targeting policy change.

In Australia, the National Coordination is managed by Act for Peace, the aid and development arm of the National Council of Churches in Australia. It is Act for Peace's role to recruit, train and deploy Ecumenical Accompaniers (EAs) from Australia. Act for Peace's coordination of this program is supported by a volunteer Committee comprised of former EAs and other people experienced in the context and the program. The Project Assistant would support Act for Peace's coordination of the Australian component of the program (*note: the Project Assistant would not themselves be an EA and would not travel to Palestine as part of this opportunity*).

EAPPI Australia implements a model which helps EAs to generate enough funds to fully pay for or co-fund their own deployment; and support to the EAs upon their return to Australia to undertake more strategic and targeted advocacy as part of EAPPI's global efforts.

Key Responsibilities

This opportunity is focused on providing the right candidate with opportunities to learn about unarmed civilian peacekeeping and protection, program management and administration, and training logistics. The responsibilities:

- Reporting to the EAPPI Australia National Coordinator, support recruitment of EAs:
 - Respond to Expressions of Interest by members of the public interested in becoming an EA by phoning them and talking to them about the program
 - Research other opportunities to advertise the recruitment process to attract as many qualified, strong applicants as possible
 - Moderate social media comments including questions and queries about the program
 - After a member of the public has put in a formal application to be an EA:
 - Summarise in one paragraph the application in a paragraph for review by the National Coordinator; all promising applications will be read in full by the National Coordinator and shortlisted
 - Contact shortlisted applicants for an interview, and liaise with the interview panel to set up a time and schedule
- Reporting to the EAPPI Australia Training Lead, support the training and pre-deployment of EAs:

- Undertake logistics and organisation for pre-training checks before training including updating the online Portal / database when needed
- Support development and organization of training resources as required
- Providing support during the training as a Logistics Assistant: As mentioned above, you are offered the opportunity to be part of the EAPPI residential training for 5 days / 4 nights based in Victoria in April 2025 as a logistics assistant, with your travel, accommodation and food covered by the program. You could join / observe training sessions and learn about peaceful accompaniment and unarmed civilian protection.
- After EAPPI training:
 - send out Letters of Offer as directed by the EAPPI Australia National Coordinator
 - For the applicants accepted into the program, transfer the information from the applicant's initial Employment Hero application file to the WCC Application Form and then sends to the EA to fill in any blanks / check the information before submitting to WCC on the Hub.
- Supporting normal program management activities:
 - Sending regular updates to returned EAs in an informal email newsletter format and Facebook
 - Work with the EAPPI Australia National Coordinator and the EAPPI Training Lead to:
 - Strengthen the EAPPI Australia debrief process
 - Prepare EAs for deployment
 - Update advocacy materials / handouts / Info Packs that EAs can use after their deployment (pre-existing materials but need updating)
 - Undertake other duties as requested by the EAPPI Australia National Coordinator.

Our selected candidate will have:

- The right to volunteer in Australia
- Have a friendly, positive and respectful approach to work
- The following qualifications and experience:
 - Interest in, passion for (and ideally university qualifications related to) international development and/or international relations
 - Interest in, experience with and/or commitment to learning about the context in Israel and Palestine
 - Proficient in Word, Excel and other commonly-used office software (it is also desirable to have experience working on websites)
 - Excellent written communication skills, and good or very good verbal communication. Fluent English
 - Experience undertaking research (for university or in an office environment)
 - Demonstrated time management and organisational skills for yourself and working in a team

- Excellent stakeholder engagement skills
- Attention to detail
- Problem solving skills and a can-do attitude
- Self-manager and self-starter
- Commitment to social justice and the values of Act for Peace.
- The following Competencies:
 - Planning and organising: ability to meet tight deadlines; handle concurrent projects/activities and balance, prioritise and adjust changing workloads.
 - Values: Understanding of, and commitment to, humanitarian principles and standards and AfP rights-based and community-focused approach to protection.
 - Problem-solving: Strategic thinker with a big-picture understanding, entrepreneurial attitude. Ability to use sound judgment in applying technical expertise to a range of issues/problems with strong analytical and conceptual thinking skills. Tenacious and adaptable.
 - Communication: excellent spoken and written English communication skills; the ability to relate to respectfully and effectively with partners from different cultures; capacity to prepare program proposals and reports; capacity to contribute to advocacy, public policy and campaign materials.
 - Teamwork: generous team spirit; excellent interpersonal skills; demonstrated capacity to establish and maintain effective national and international partnerships and working relations in a multi-cultural, multi-faith environment with sensitivity and respect for diversity, and; capacity to work with remote stakeholders.
 - Attention to detail. Strong attention to detail and commitment to accuracy and compliance.
- Commitment to:
 - The values and purpose of AfP and the NCCA as a whole, including sympathy with the values of the Christian faith, and commitment to equal opportunity, diversity and equity
 - ACFID Code of Conduct
 - Act for Peace Code of Conduct, Child Safeguarding Policy and related Code of Conduct, and agree to undertake National Police Check and Working with Children checks prior to engagement t because AfP prioritises the safeguarding of children in all of our work.
 - Agree to sign Act for Peace’s Privacy Policy and Confidentiality Agreement.

Reimbursement

This volunteer opportunity is unpaid. However, if planning to go into the office any days a \$20 / day stipend is provided to cover the cost of public transport to and from the Sydney office and lunch (this is taxable; alternatively AfP can reimburse transport and lunch costs up to \$20 on submission of receipts and this reimbursement is not taxable). This stipend or reimbursement is paid for every full work day (7 hours from 9am to 5pm with a one hour lunch break); relevant incidental work-related expense will be reimbursed as long as it is approved by the EAPPI Australia National Coordinator prior to incurring the expense. As Act for Peace supports a flexible work-from-home arrangement for most employees, the office is not open everyday so it the Project Assistant will be required to work from home at least some days.