

## Terms of Reference

### Community Engagement Fellow (Volunteer)

#### Background to Organisation

Victim Advocates International (VAI) is a global movement for victims of serious international crimes. For too long, victims of serious international crimes, including war crimes, crimes against humanity and genocide, have been passive observers of foreign courts and justice mechanisms. VAI was established to disrupt the way in which victims are viewed in international justice processes. It will do this by increasing their influence through collective action, and by providing resources to support victim groups to pursue their vision of obtaining a form of justice that is meaningful for them.

VAI is a platform for Victim Associations- similar to a union, where groups of victims can become members of a global movement. Becoming a member of VAI gives Victim Associations access to the VAI Secretariat. The VAI Secretariat is a resource hub where victims can request support to understand how they can interact with judicial mechanisms; access resources on how to develop their own movement; and connect with other Victim Associations around the globe to understand what other groups in similar positions do.

VAI works with both established Victim Associations and specifically targets marginalised members of victim communities to create their own groups and develop their own vision for justice. By doing this, VAI ensures that the most marginalised of the marginalised can access justice mechanisms with their own voice.

#### Description of Position

The Community Engagement Fellowship is a three-month, home-based, volunteer position. In this role, you will be assigned to 3 – 4 of our member groups from the Rohingya community in Cox's Bazar, Bangladesh. These groups are self-organised survivors of war crimes and crimes against humanity in Myanmar, who want justice, and who are working with VAI to pursue that objective.

Through their membership in VAI, these groups are able to access our three pillars of assistance: legal assistance, advocacy support and organisational development. VAI is looking for a Fellow to assist in advocacy support and organisational development. This includes assisting the groups to produce advocacy materials, release statements, write fundraising proposals, and pursue their communications objectives. The Fellow will be connected to the groups through WhatsApp. They will provide support for the equivalent of about one day per week – which can be divided across weekday and weekend days, depending on the needs of the groups. The Fellow should be committed to responding to the groups on the same day they message, and actioning urgent requests within 24 hours.

VAI is a small, start-up organisation, working on a limited budget, and therefore is not in a position to offer remuneration at this time. However, VAI is committed to finding funding and assistance for this position, and in particular commit to:

- Assisting and supporting the fellow to apply for external funding for other sources.
- Coordinating with the fellow's university or educational institution so that the fellowship counts towards academic credit or work experience.
- Fundraising for the position with the fellow if they are the right person for this position and wish to continue.

Applicants from South Asia are particularly encouraged to apply. (Rohingya speaking applicants will be given first preference.)

## Terms of the position

### Reports to

Deputy Director

### Key tasks and results expected

#### Constant support and communication with groups

- Join a WhatsApp group with the membership organisation. Respond quickly to their messages and requests for support.
- Begin conversations with the organisations about topics requested by VAI; encourage debate; obtain their input; and feed this back through VAI.
- Action urgent requests (such as requests to edit press releases) within 24 hours.

#### Advocacy

- Provide the groups with advice and recommendations on producing advocacy plans and materials.
- Edit advocacy materials for the organisations.
- Communicate important information to the groups which they may want to publicly comment on, and assist in the formulation of those public comments.
- Assist in coordinating joint statements.

#### Copy editing

- Assist in redrafting letters and statements produced by groups to effectively convey the message in English.

#### Fundraising

- Identify fundraising opportunities for the organisations.
- Assist the groups in compiling the fundraising applications.

### Skills and qualifications required

If you are a Rohingya -speaking applicant, we will preference this over the below skills and qualifications, so please apply even if you do not meet one or more of the criteria specified below.

- Undertaking or completed a university degree in communications, social work, law, political science, or other related field.
- Some experience in advocacy, fundraising or awareness raising.
- Experience working with refugees.
- Demonstrated understanding of the Rohingya context.
- A drive and passion to conduct advocacy and activism on behalf of marginalised populations.
- Ability to work independently.
- Sound computer skills.
- Effective oral and written communication skills.

### Duration of Fellowship Agreement

3 months, with possibility of extension to 6 months.