

Terms of Reference

Title:	Volunteer, Humanitarian and Emergency Response (Water, Sanitation and Hygiene)
Department:	Humanitarian and Emergency Response Unit (HERU)
Location:	Canberra
Time Commitment:	2 days/week for 6 months (voluntary)
Position Reports to:	Team Leader, Emergency WASH



About CARE Australia

CARE is an international humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development projects and providing emergency relief. We believe supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities. We are primarily dependent on support from the Australian public to carry out our work.

CARE Australia is a member of the **CARE International confederation**. We strive for a world of hope, tolerance and social justice, where poverty has been overcome and people live in dignity and security.

For over 26 years, CARE Australia has earned an international reputation for our ability to respond quickly to emergency situations in countries as diverse as Haiti, Pakistan and East Africa. We are also renowned for our innovative, sustainable and effective long-term development projects. All our projects are designed to equip the people we support with skills and resources so they can take charge of their lives and work towards a better future.

CARE Australia is directly responsible for program design, implementation, monitoring and evaluation, as well as management and contractual control of all projects. As a consequence, we have a high degree of accountability and transparency. CARE Australia is committed to protecting the rights of children in all areas we work around the world.

Purpose

This volunteer position is with the WASH team hosted by the Humanitarian and Emergency Response Unit (HERU) and will provide a volunteer experience in the Canberra Office of CARE Australia. The volunteer will receive exposure to the WASH Team operations, HERU Team and the International Programs Department. The volunteer will contribute to and gain a detailed understanding of the information management, communication, operational and response requirements of a busy and effective emergency response team. Ideally a commitment of two days a week starting 10 November 2014 for 6 months, working with HERU/WASH staff.

Key Tasks

- Support WASH Team Operations including travel and deployment tracking, cost recovery, hard copy and electronic filing, administrative support and ad hoc support as required
- Communications and Knowledge management including contributing to the WASH newsletter and updating and maintain Emergency WASH, CARE Australia website, Minerva (internal CARE International knowledge management system), Dropbox and Shared Drive, Social Media
- Support development of Emergency WASH Team knowledge management products
- Managing, monitoring and analysing WASH cost recovery database
- Supporting WASH Team on monitoring & evaluation as required
- Contribute to WASH activities including Gender and WASH in Emergencies training materials and other ad hoc tasks

Selection Criteria

- Tertiary post graduate (or current post-graduate student) of humanitarian and/or development studies, international relations or a related field
- An interest in WASH and humanitarian and/or development aid.
- Demonstrated experience in marketing and/or communications (experience within the development/humanitarian sector is desirable)
- Demonstrated ability to cope with competing priorities and meet deadlines with flexibility
- Demonstrated ability to undertake research-related tasks under minimum supervision.
- Demonstrated ability to work as a positive team member, in a fast paced changing environment.
- Demonstrated excellent written English communication skills through tertiary study or report writing
- Demonstrated ability to work with electronic communications medium
- Demonstrated understanding of gender equality, women's empowerment and a commitment to CARE'S approach and values including ethnic diversity and cultural sensitivity

Desirable

- Understanding of the international emergency response context is highly desirable.
- Previous experience in gender equality and women's rights

Approved

Emergency WASH Team Leader
February 2015