



Title: Volunteer, Humanitarian and Emergency Response
Department: Humanitarian and Emergency Response Unit
Location: Canberra
Length of Contract: 4-6 months, 2 days a week
Position Reports to: Manager, Humanitarian and Emergency Response

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 more than 30 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.

About the role

This volunteer position will receive exposure to the HERU Team, the CARE International WASH Team operations, 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.

Key Tasks

- Taking final humanitarian response, Disaster Risk Reduction and Climate Change projects reports and evaluations to produce public-facing summaries;
- Assist in the preparations and development of CARE International's humanitarian response evaluations for recent emergency responses and production of related case studies;
- Support the contract management of humanitarian response projects and other operational tasks as required;
- Draft content for our regular WASH newsletter and distribution of newsletter using Mailchimp software;

- Support update and maintenance of the emergency WASH, CARE Australia website, Minerva, Dropbox and shared drive;
- Draft documents (such as case studies) and assist with formatting and editing documents to support the development of the HERU team and CARE International WASH Team knowledge management products;
- Other tasks as required, including coordinate emergencies information gathering from across the CARE International confederation, analyzing CARE Australia's Country Offices' Emergency Preparedness, support with Monitoring and Evaluation tasks, reviewing Emergency Preparedness Plans after disasters and updating CARE's accountability data.

Selection Criteria

- An interest in humanitarian and/or development aid and WASH;
- Demonstrated written and verbal communication skills including the ability to undertake research, edit and write reports;
- Demonstrated high level organisational and time management skills including the ability to manage workflows and balance competing priorities to ensure timely processing to meet deadlines;
- Demonstrated understanding of gender equality, women's empowerment and a commitment to CARE'S approach and values including ethnic diversity and cultural sensitivity;
- And relevant bachelor degree currently being undertaken or completed.

Desirable

- Relevant master degree either currently being undertaken or completed.
- Understanding of the international humanitarian and WASH emergency response context;
- Humanitarian field experience.

Approved

HERU Manager
January 2019