



Position Description – Corporate Watch Australia Campaign Coordinator October 2007

Global Trade Watch (GTW) is an Australian non-government organisation which monitors the social and environmental impacts of the global trading system. For more information see our website: www.tradewatch.org.au

GTW is seeking a coordinator for our Corporate Watch Australia project. The project has three core aims:

1. **To initiate and publish original research** on the environmental, labour, or human rights impacts of Australian corporations and multinational corporations operating in Australia;
2. **To act as a clearing-house for research** and publications by environment groups, development groups, unions and other (non-profit or for-profit) monitoring groups about the practices of these corporations, and to foster links between these groups;
3. **To undertake advocacy** on issues of corporate accountability and corporate law reform within Australia.

Key responsibilities:

1. **Building and coordinating a team of volunteer researchers** – Includes writing project briefs, coordinating researchers and their work, reading and editing drafts and developing advocacy campaigns around the outcomes of the research.
2. **Undertaking original research** – Doing new research into the environmental and social impacts of Australian corporations.
3. **Raising funds** – The project is funded in partnership with a variety of organisations and charitable foundations, and the funding base needs to be maintained and expanded.
4. **Building links with other organisations** – The role requires building networks with other Australian and international organisation to maintain the project website as a clearing house for corporate-related research.
5. **Managing the campaign web site** – Our web site – www.corporatewatch.org.au - runs on the Drupal content management system. The role requires maintenance of this site.

Essential Skills & Personal Attributes:

1. Initiative and the ability to work with little supervision
2. Demonstrated research and writing skills
3. Good interpersonal and networking skills
4. Excellent time management
5. Commitment to environmental and social justice

Essential knowledge and experience:

1. A broad understanding of issues surrounding the social and environmental impacts of corporations, and some understanding of the concept of Corporate Social Responsibility.
2. Experience doing research on public policy issues
3. Experience coordinating or working with volunteers
4. Experience doing advocacy work

Desirable knowledge and experience:

1. Demonstrated experience raising funds for non-government organisations
2. Knowledge of the media and how to use it for advocacy
3. Experience with website management
4. A good awareness of advocacy organisations around Australia and their work

Hours: 16 hours per week, timing subject to negotiation

Wage: \$20 per hour on a casual basis, plus superannuation

Location: GTW Office, 1/100 Gertrude St, Fitzroy, Vic.

Start Date: November/December 2007

To apply for this position: please email a CV and accompanying cover letter to jobs@corporatewatch.org.au

Applications Close: 5pm, Monday November 5.

More Information: For questions about the position, please email jobs@corporatewatch.org.au