

Mobilisation Support

Coordinator Position Description

Join an energised team ready to support and grow our network of volunteer groups taking action across Australia to stop pollution and speak up for our living world.

ACF acknowledges the structural barriers that make gaining experience in any sector more difficult for many in our communities. We encourage Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, LGBTIQ+ people and others who have diverse experiences of our world to apply for this opportunity. As an organisation and a movement, we grow stronger through diversity.

About the Australian Conservation Foundation:

The Australian Conservation Foundation is Australia's national environment organisation – over 700,000 people creating a world where forests, rivers, people and wildlife thrive.

A handful of people formed ACF 50 years ago when mining first threatened the Great Barrier Reef. Now the ACF community has grown into a powerful force for nature.

We bring together people from the community, government and business. Our community advocates against pollution and destruction, and for our living world. We hold decision-makers to account. We champion big ideas and find common ground with unlikely partners.

We love and protect the web of life right across our continent, from the Kimberley to the reef, down the Great Dividing Range to Tasmania's forests.

People power our campaigns. We are proudly independent, non-partisan and funded by donations from our community.

About the ACF Fellowship Program

The ACF Fellowship program is a structured learning and volunteering opportunity for grassroots leaders and emerging campaigners. Each volunteer placement will be a part of a team of highly-engaged volunteers that can help us harness the energy of ACF supporters taking action in their communities. The purpose of the ACF Fellowship program is to help support ACF's growing movement of local groups in their efforts to build people power, change the story and advocate for our living world.

Through the ACF Fellowship, you'll be part of a supportive workplace where you can:

- Participate in a comprehensive induction program on all aspects of ACF and social change theory.
- Learn from experienced campaigners, community organisers, media and communications experts.
- Develop and apply your skills in a volunteer placement.
- Receive coaching and support with your supervisor, with clear direction and timelines about your responsibilities.

- Regularly reflect on your practice with other fellows in your cohort.
- Get regular training on topics like the history of the environment movement in Australia, activist self-care, and cutting edge practice in campaigning, organising and communication.
- Be part of a movement of people who show up, speak out and act to stop pollution and destruction so our living world can thrive.

About the Mobilisation Support Coordinator role:

The Mobilisation Support Coordinator will support the Communications and Mobilisation team, to engage and empower the 700,000 people in the ACF community to take meaningful action in our campaigns. Through digital and in-person campaigning, you will recruit, train and build our people power to stop climate damage and advocate for a world where nature thrives.

Volunteer responsibilities may include:

- Help organise meaningful ways for the community to engage with ACF campaigns digitally and in person, including petitions, pledges, letter-writing campaigns, contact with elected representatives, rallies and stunts, and creative actions on social media.
- Assist with promoting, organising and executing campaign events, including inviting supporters by email and phone, and scoping key community organisations and leaders beyond ACF's existing supporter base.
- With the guidance of the Mobilisation Coordinator, provide resources and training for ACF supporters to engage their communities in key campaign tactics and moments
- Assist in collecting, analysing and presenting data from campaign actions and surveys to evaluate the impact and elevate successes to ACF supporters and elected representatives.
- Assist with moderation and community management of ACF's large online community.
- Use NationBuilder and other digital tools to set up events, web pages and blog posts, and to produce, test and send emails.
- Assist to uphold ACF's positive, responsible brand in all communications, and follow the appropriate sign off protocols, privacy policy and content testing and approval processes with support from the supervisor.
- Other duties as requested by the supervisor.

Volunteer skills:

The volunteer should be able to demonstrate the following **key selection criteria**:

- Strong digital skills, with the ability to quickly learn new platforms.
- Strong verbal and written communication skills, with experience relating to a diverse group of people. The volunteer should feel confident interviewing on the phone and have good foundations in writing clearly and concisely.

- High emotional intelligence, with a proven ability to develop trusting relationships quickly, act on intuition and work collaboratively in a team.
- Strong motivation and initiative, with the ability to manage their own priorities and communicate those priorities effectively. An ability to work independently and efficiently.
- A strong desire to learn, with the ability to reflect and learn from experiences and feedback.
- An understanding of what it takes to create an equitable and diverse environment movement representative of all Australians.
- Strong passion for the environment and a commitment to the values and mission of ACF.

Additional attributes that are not essential, but would be looked upon favourably:

- Fluency in languages other than English, and/or a strong cultural and social understanding of a particular group in our community.
- Facilitation and training experience, having mentored, taught or trained people from a variety of backgrounds.

The ACF Fellowship program is suitable for driven, passionate and committed people who reflect the diversity of backgrounds and experiences in our communities. If that's you, but you're worried you don't have all the skills outlined in the position descriptions, please apply anyway!

Hours:

The hours are ideally 15 hours per week, including fortnightly training. The set hours are negotiable and flexible, to be arranged between the volunteer, the relevant supervisor and the program manager. It is expected that these hours will usually take place on two days between 9am and 5pm, however this role will ideally be available for meeting with volunteers when they are available. It's expected that any after-hours volunteering will be balanced with time off so that you don't volunteer more than 15 hours per week.

Duration:

This is a voluntary commitment. All volunteer positions are for a negotiable period of six months from February to July 2021, with optional volunteer opportunities available thereafter.

Location:

The normal place of volunteering will be either at ACF's Melbourne office in Carlton, VIC. However, depending on the duration of the COVID-19 pandemic, this role can be done completely remotely from your home with support from ACF's team.

Resources:

ACF will provide the resources necessary for the volunteer to perform the main tasks (including a computer). Any reasonable travel and accommodation costs for interstate trips will be reimbursed as per the agreement (this will, of course, depend on the duration of the COVID-19 pandemic).

What might a typical day look like?

In the morning you meet with others working on ACF's campaigns to discuss upcoming tactics and take notes that you can use in your briefings with volunteers. You also report back on some of the intel your volunteers have gathered from their lobby meetings over the past week. Soon after lunch, you get on the phone with one of your volunteers to debrief their last lobby meeting and give them some tips and tricks about how to make the meeting more effective next time. You have a coaching call soon after with a group leader who is in an electorate with an independent MP, and you discuss what influences the group may be able to leverage to win support on our issues. Later that day you work on a petition guide that groups can use to advocate against a coal mine that is being proposed in Tasmania.

Why does this role matter?

The ACF community is over 700,000 people strong and when we work together strategically, we can have a big impact. At ACF we believe that lasting change requires us to fix the system of laws that are locking us into environmental damage. We need to be coaching and supporting citizens to engage with their own democracy, and demonstrate to elected representatives the powerful support that exists for nature and climate protection. This role sits at the convergence of what all our people power efforts are building towards, and is critical in building citizen advocacy.

It is important to note...

This role is a volunteer placement. ACF does not offer employment following the placement. By signing up to volunteer with ACF, you agree to ACF's policies and procedures.

Direction and Contact:

The Mobilisation Support Coordinator will be asked to carry out duties under the direction of and report to the Mobilisation Coordinator.

How to apply:

More information about ACF's campaigns and how to apply can be found on the ACF website at www.acf.org.au/fellowship. Recruitment is managed by Beth Koch, National Network Organiser. Please direct any queries to volunteer@acf.org.au.