



# Recruitment Coach

## 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 Recruitment Coach role:**

The Recruitment Coach will be focused on coaching ACF Community Groups in how to reach out to their community and recruit them to take action in ACF's campaigns and to join the group. This role is a shared role, with another Recruitment Coach working out of the Sydney office. This volunteer role is for an initial six-month commitment with the opportunity for further volunteering.

### **Volunteer responsibilities may include:**

- Coaching individual members of ACF Community Groups in how to lead calling parties, run welcome nights and develop recruitment tactics. This will involve demonstrating, training and then supporting group members to do it on their own.
- Facilitating training sessions on effective recruitment.
- Using and teaching others to use the Action Centre (the database for ACF Community Groups).
- Reviewing, giving feedback on and approving event pages from Community Groups.
- Database administration as required.
- Writing call scripts and email copy for recruitment.
- Overseeing the administration of data according to ACF's privacy policies.
- Help develop group resources.
- Helping to prepare for and facilitate training webinars
- Other duties as requested by the supervisor.

### **Volunteer skills:**

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

- Ability to listen, empathise and coach a wide range of people
- Excellent communication skills and phone manner.
- Familiarity with technology and the ability to quickly learn new programs.
- Strong organisational skills.
- Approachable and friendly nature.
- 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.

Desirable:

- Experience in recruitment.
- Experience using Google Sheets, Google Docs and NationBuilder (or a similar CRM tool).
- Public speaking and facilitation skills.

The ACF Fellowship program is suitable for driven, passionate and committed people to 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 Sydney office in Broadway, NSW. 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?**

You start your day chatting to a group member from a regional town who is struggling to recruit people to her group from the small population centre. You help her brainstorm some ideas for events she could run and give her some resources to help her work out which groups she could reach out to. Your next coaching call is with an experienced group leader who is running a calling party to reconnect with group members who haven't attended for a while. You check if they have everything that they need for the calling party. In the afternoon you review and approve some events that groups have planned in the next month- you make a note to book a coaching session with one of the group leaders who seem to find using ACF's tech systems challenging. You also finish the resource that you've been working on that might help groups who are having challenges in retaining group members. That night you help facilitate a networking webinar for people in ACF Community Groups that are focusing on growing their groups.

## **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.

ACF Community groups unleash the power of our community by connecting people locally and sharing strategies and skills so we can create change faster. It's also more fun!

For us to succeed, we need more people taking action. For us to win, this action needs to be coordinated, smart and powerful. We need teams that are exclusively focused on building our capacity to take more action and inviting people to get involved. Without it, the movement does not grow.

## **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 Recruitment Coach will be asked to carry out duties under the direction of and report to the Community Organiser (based in QLD).

## **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/work\\_with\\_us](http://www.acf.org.au/work_with_us). Recruitment is managed by Beth Koch, National Network Organiser. Please direct any queries to [volunteer@acf.org.au](mailto:volunteer@acf.org.au).