



Story Collection 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 Story Collection Coordinator role:

The Story Collection Coordinator will be focused on collecting and telling the stories of active ACF volunteers and ACF Community groups to our wider supporter base. Many of our supporters and the broader community care deeply about the issues we campaign on but may not feel confident to step into volunteer roles or join a local group. So we want to tell the stories of people just like them taking action, having an impact, connecting with others and having a good time doing it. This volunteer role is for an initial six-month commitment with the opportunity for further volunteering.

Volunteer responsibilities may include:

- Developing story briefs with the support and direction of the Content Team.
- Sourcing story leads from the ACF Community.
- With training from your supervisor, interviewing story leads in a highly relational way.
- Sourcing photos and videos from the ACF Community.
- Working this content into stories for web, print and social media
- Cross-purposing content with other ACF story teams, including the Media Team and the Community and Mobilisation (COMO) Team
- Other duties as requested by the supervisor.

Volunteer skills:

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

- A passion for storytelling and the power of stories to create change in the world.
- Strong communication skills, with experience relating to a diverse group of people. The volunteer should feel confident interviewing on the phone and have strong writing skills.
- High emotional intelligence, with great skill at developing trusted relationships quickly and acting on intuition.
- An understanding of what it takes to create an equitable and diverse environment movement representative of all Australians.
- An ability to build strong rapport quickly with people from a diverse range of backgrounds and ages.
- Strong organisational skills.
- Ability to work as part of a team as well as autonomously.
- Familiarity with technology and the ability to quickly learn new programs.

Desirable:

- Experience using Microsoft Office and Google Docs.
- Video or photography skills.

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 main 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?

You have an exciting day ahead of listening to and telling stories. In the morning you've got two interviews with ACF Community group members - perhaps a mum campaigning to save her local Koala population, and a group leader who led an action recently that pressured their sitting member to speak out on climate action. After lunch, you begin writing. You've got feedback on reframing a couple of paragraphs. You tidy those stories up and work with ACF Content Makers to decide on the best channel for these stories. Meanwhile, you hear about another community group doing amazing work in the ACF Wins Slack Channel. That gives you an idea and you start planning. Before you leave for the day you share some of the photos and stories of amazing people to the ACF Community on Slack so that they feel encouraged and inspired to keep speaking out, standing up and showing up for nature.

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 teams that are exclusively focused on changing the dominate stories that shape society and using stories, photos, videos and media to elevate our issues and inspire people to take action.

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 Story Collection Coordinator will be asked to carry out duties under the direction of and report to the Senior Content Producer.

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.