



# Training 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 Training Support Coordinator role:**

The Training Support Coordinator will be focused on supporting the training events ACF staff run to equip the ACF Community to campaign and build a movement. This volunteer role is for an initial six-month commitment with the opportunity for further volunteering.

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

- Coordinating the recruitment, event logistics and scheduling of training events.
- Producing emails, online events and Facebook ads to invite ACF supporters to attend training events
- Preparing participant workbooks and workshop materials
- Communicating with training participants in the lead-up and following training events
- Supporting with the delivery and facilitation of training curriculum.
- Tracking and reporting on the attendance, effectiveness and application of training.
- Researching, booking and liaising with venues and caterers at ACF in-person training events
- Ensuring consistency in the use of processes, documentation and tools to assist in the facilitation of training.
- Other duties as requested by the supervisor.

### **Volunteer skills:**

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

- Strong organisation skills, an eye for detail and a love of good systems.
- Excellent communication skills and phone manner.
- An ability to build strong rapport quickly with people from a diverse range of backgrounds and ages.
- A polite and patient manner that provides an inclusive experience for volunteers of varying skill levels and experience.
- Ability to work as part of a team as well as autonomously.
- An understanding of what it takes to create an equitable and diverse environment movement representative of all Australians.
- Familiarity with technology and the ability to quickly learn new programs.

### **Desirable skills:**

- Experience in delivering training.
- Experience using Google Sheets, Google Docs and NationBuilder (or a similar CRM tool)

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 to December 2021, with optional volunteer opportunities available thereafter.

## **Location:**

The normal place of volunteering will be 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?**

When you first get into the office you finalise any changes that need to be made to the participant workbooks for this weekend's Activate Training in Perth. You get them printing so that they're ready by the time the trainer needs to leave for the airport. You've got a few more potential training dates and locations that you need venues for. Where's a cheap training venue in Wodonga? The caterer for the Adelaide Activate is needing the final list of dietary requirements, so you make a couple of calls to lock people in who are still on the fence. You are co-facilitating an upcoming training on the Sunshine Coast, so you meet with the trainer to work out who will deliver which sessions. Before you head home you update the training metrics, and do a quick report on how attendance, confidence and participant experience is tracking.

## **Why does this role matter?**

The ACF community is 700,000 people strong and when we work together strategically, we can have a big impact.

Training is critical to what we do. Our program has grown from a few key training events delivered in a specific location at key moments to a national program delivered to groups all across the country. Our campaigning is getting more complex, and so are the skills that we

are requiring our volunteers to possess for the actions we need them to take. We are developing more training modules that can be delivered in multiple modes in many more places. Training has become a big and complex part of our work. This role is critical to developing systems and processes that help us manage this growth and complexity.

### **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 Training Support Coordinator will be asked to carry out duties under the direction of and report to the National Network Organiser.

### **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).