



**AUSTRALIAN
CONSERVATION
FOUNDATION**

Community Comms Coordinator - Gladstone

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 Community Comms Coordinator (Gladstone) role:

As Australia looks to Central Queensland to lead the green economic recovery out of the current crisis, we need to be telling the stories of the people who live there. Our communications in this important constituency need to come from the lived experience of the community itself. The purpose of this role is to connect with and effectively communicate to the people most affected by the proposed transition. This volunteer role is for an initial six month commitment with the opportunity for further volunteering.

Volunteer responsibilities may include:

- Listening to the Central QLD community about their experiences, for example through relational meetings and interviews.
- Under the supervision of your supervisor, interviewing story leads in a highly relational way.
- Identify and build relationships with trusted messengers and coach them to share their stories with their communities and peers.
- Writing community and campaign stories for email, web, print and social media.
- Testing key messages.
- Helping to shape a communications guide for the needs of Central QLD based on the stories you're hearing and the messages that are resonating.
- Other duties as requested by the supervisor.

Volunteer skills:

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

- A passion for an energy transition in Central QLD, including new low-carbon export industries.
- 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.
- A polite and patient manner that provides an inclusive experience for volunteers of varying skill levels and experience.
- Strong organisational skills.
- 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:

- Familiarity with engaging with media.

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

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:

This role will need to be located remotely from your home in Central QLD with support from ACF's team.

Resources:

ACF will provide the resources necessary for the volunteer to perform the main tasks (including a computer). Reasonable travel and accommodation costs for interstate trips will be reimbursed as per the agreement.

What might a typical day look like?

This is a work-from-anywhere role! Most days you'll work from home, some days you might meet in a cafe, and others days you'll meet in the home office of the Central Queensland Community Campaigner. Each morning you'll check in with the local campaigner to discuss upcoming events or campaign moments and brainstorm ideas for how you can best support the community to access this information and to also feel represented by ACF. At the same time, you relay back any reflections you have on messaging or feedback from the community. After this conversation, you might draft an email invite for the next event, build the landing page and produce the email in Nationbuilder. In the afternoon, you might get to spend time emailing or calling local supporters to hear their stories, listen to their concerns and collect their responses. Before you log off for the day, you might have an inspiring story to share in the Facebook group about an issue of interest to the community. And two nights a month you will help the local

campaigner facilitate webinars and community group meetings in an environment where everyone feels encouraged to participate.

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. We know that we need Australia to quickly transition to a low-carbon economy, but this can't be done without the support of the people who are most directly impacted by this change. The risks of climate inaction and the opportunities of low-carbon industries need to be clearly communicated to the people of Central QLD in language and stories that feel familiar and local. This cannot be done in an Melbourne boardroom- these stories must be collected and told on the ground.

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 Community Comms Coordinator will be asked to carry out duties under the direction of and report to the Community Campaigner (Central 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/fellowship. Recruitment is managed by Beth Koch, National Network Organiser. Please direct any queries to volunteer@acf.org.au.