



Data Officer

Position Description

Join an energised team building and optimising the infrastructure to support and scale people power 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 Data Officer role:

ACF is in a pivotal moment as we strengthen our capacity and capability to be a data driven organisation. This role will support ongoing work within the Enterprise Data and Digital Infrastructure (EDDI) team that directly impacts the goals and outcomes of ACF's people power work to organise and mobilise Australians across the country. The Data Officer role centres around data analysis, quality and processes. This volunteer role is for an initial six month commitment with the opportunity for further volunteering.

Volunteer responsibilities may include:

- Consulting on organisational processes and their relationship with structured or unstructured data in ACF systems.
- Contributing to improvements in data quality and usability across processes and systems to support and scale people power.
- Some data analysis of single to multiple datasets.
- Reviewing datasets against minimum data quality metrics.
- Consulting with stakeholders on data quality issues and their impact to activate people and deliver effective campaigns..
- Developing fundamental data basics like a data dictionary to strengthen data literacy in staff and ACF Community groups.
- Other duties as directed by the supervisor.

Volunteer skills:

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

- Passion on anything around data!
- A vision that sees how data can be used for the betterment of Australia's environment.
- Excellent digital and written communication skills.
- The ability to either work autonomously, or in teams with technical and non-technical stakeholders.
- Ability to think critically, and investigate and draw out root problems.
- Exposure to or experience with customer relationship management databases.
- Experience reconciling, analysing and cleaning data.
- An understanding of what it takes to create an equitable and diverse environment movement representative of all Australians.
- Willingness to have fun and get the most out of the ACF Fellowship program.

Desirable:

- Experience using any of the following Microsoft SQL Server Management Studio, Python, Excel, NationBuilder, BlackbaudCRM, SharePoint, PowerBI.

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. Set hours are flexible and can be negotiated between the volunteer, relevant supervisor and Fellowship program manager.

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 at ACF's Melbourne office in Carlton, VIC. However, depending on the duration of the COVID-19 pandemic, this role can be done 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). Reasonable travel and accommodation costs for interstate trips will be reimbursed as per the agreement.

What might a typical day look like?

In the morning you attend a stand-up meeting with the EDDI team, which leads to a discussion on developing a process to accurately collect and store data from an upcoming campaign tactic. You then attend a workshop with key stakeholders to elicit data needs and requests and feed into the team's work streams. After lunch you begin reconciling a dataset that will improve the quality and trust of ACF's data. Before the end of the day you analyse the results of last month's data quality dashboard to glean insights that would improve existing organisational processes.

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.

For us to succeed, we need more people taking action. For us to win, this action needs to be coordinated, smart and powerful. ACF needs to continue building our capability to make data driven decisions that make our people powered campaigns more effective. .

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 Data Officer will be asked to carry out duties under the direction of and report to the Business Process and Data Analyst.

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.