



**AUSTRALIAN
CONSERVATION
FOUNDATION**

Network & Alliance 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 practise 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 Network & Alliance Support Coordinator role:

The ACF Community is growing, and we're in more places than we've ever been before. The purpose of this role is twofold:

1. to foster the peer support ACF groups give to one another through our national networks and;
2. to support groups to establish strategic alliances in their local community.

This volunteer role is for an initial six month commitment with the opportunity for further volunteering.

Volunteer responsibilities may include:

- Assist with the roll out of a strategy to establish four national networks that support groups to flourish.
- Assist in building an online community on Slack for networks to share challenges, tips and intel.
- Recruit for and help facilitate ACF Community webinars.
- Help establish a buddy system between groups to assist them in different stages of their formation.
- Socialise group member areas of expertise, training and (where appropriate) contact details
- Suggest and develop other initiatives to help groups connect with and learn from each other.
- Support the delivery of state-based events that foster relationships between groups.
- Facilitate training on developing local alliances and also on Slack.
- Map and keep a record of the coverage and strength of alliance relationships
- Help produce relevant resources (toolkits, alliance MOUs etc), and ensure volunteers are trained in how to find and use them.
- Other duties as requested by the supervisor.

Volunteer skills:

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

- The ability to make connections and identify opportunities.
- An ability to build strong rapport quickly with people from a diverse range of backgrounds and ages.
- Excellent communication skills and phone manner.
- A polite and patient manner that provides an inclusive experience for volunteers of varying skill levels and experience.
- The ability to coach people, and build confidence in their abilities.
- Strong organisational skills.
- An understanding of what it takes to create an equitable and diverse environment movement representative of all Australians.
- 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 volunteering in local groups.
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- Experience in coordinating events.
- Experience using Microsoft Office and Google Docs.

The ACF Fellowship program is suitable for driven, passionate and committed people 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 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 completely or partially 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 call a couple of group members to get their feedback on how the buddy system pilot is going- you're keen to finish the review so that you can expand the program nationwide! Before lunch you check the traffic in Slack, and how your 'champions' are going at prompting discussion. You add articles and resources that you find, and tag relevant Fellows and staff to continue the discussion. After lunch you prepare for the training session on building local alliances, and try and find a couple of good case studies to demonstrate what different alliances look like. Before you go home you continue adding to your map of all the groups in the Mallee electorate from what the local group has provided. You note

which ones have signed on to ACF's agenda, and add it to the national tally to help demonstrate support for our issues.

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.

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 to build and support a diverse network of advocates across the country that are standing up for nature. This role is key to making this a truly national movement. It is essential in cultivating the connective tissue that makes us powerful.

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 Network & Alliance 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/fellowship. Recruitment is managed by Beth Koch, National Network Organiser. Please direct any queries to volunteer@acf.org.au.