



Impact & Evaluation Analyst

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 Impact and Evaluation Analyst role

Our community organising program and ACF Community groups are growing rapidly in size, number of people and the impact of their work. This role is to help compile and analyse quantitative and qualitative data to evaluate the impact of our efforts and tracking towards set goals. This volunteer role is for an initial six month commitment with the opportunity for further volunteering.

Volunteer responsibilities may include:

- Monthly reporting of key quantitative people power metrics from Nation Builder and other sources prior to staff People Power planning meetings
- Collating quantitative and qualitative activities and impact of the network of ACF Community groups.
- Provide a monthly snapshot of the impact of ACF Community groups for the monthly webinar and a slack post
- Identify opportunities to improve groups' tracking of their own impact as a part of a national movement.
- Provide a monthly report on the impact of ACF Community groups for all ACF staff
- Work with the Group Health Coordinator to report on the impact of individual groups in the annual Group Health & Impact Report
- Create new initiatives for ACF staff to better evaluate and communicate the impact of ACF Community groups
- Help produce relevant resources and training for ACF Community groups to improve their own capacity to evaluate and tell the story of their impact
- Other duties as requested by the supervisor.

Volunteer skills:

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

- Excellent communication skills, particularly report writing and other written communication
- Strong organisational skills and ability to deliver work to set deadlines
- Some understanding of data analysis and impact evaluation
- 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:

- Experience in data analytics and impact evaluation
- Experience in campaigning or community organising.
- Experience using Microsoft Office and Google Docs.
- Experience using Nation Builder and other databases

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 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 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). 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 pull some statistics from Nation Builder about the impact of key tactics on the growth of community group members and leaders. Are there any trends? Which tactics are most effective? You add these statistics and your qualitative observations to a document that will be reviewed by Community Organisers and Digital Campaigns to evaluate their progress towards set goals at their monthly meeting the following week. After that you start drafting a couple of slides for the Community webinar about the numbers and stories of the impacts of community groups on campaigns - how many MPs they have met with, the big digital town hall they ran and new business they have signed up to the campaign. Later that day in the afternoon, you start thinking of new strategies to help community groups understand and evaluate their own impact and decide to pitch an idea you've had to your supervisor.

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. However, the challenge often comes in knowing exactly what

impact we are having on the issues we care about. Our ACF Community groups want to know whether their efforts are changing hearts and minds, and our colleagues want to see the value of our investment in our people power. This role is essential to us accurately tracking this impact, but also in celebrating wins, inspiring community resilience and in informing strategy.

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 Impact & Evaluation Analyst (Data and Digital) will be asked to carry out duties under the direction of and report to the Community Organising Program Manager.

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.