

New Group 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 for 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 New Group Support Coordinator role:

The New Group Support Coordinators will be focused on helping recruit and onboard new groups, to guide them through their early formation and to set them up on ACF systems before handing them over to an ACF Organiser. This is a shared role. This volunteer role is for an initial six-month commitment with the opportunity for further volunteering.

Volunteer responsibilities may include:

- Identify and contact supporters who may be interested in launching local ACF Community groups.
- Host new group information sessions online.
- Collate and send out welcome packs and new group resources.
- Coach and support leaders in the early stages of group formation.
- Share tips and tricks with group leaders, coaching them to recruit volunteers from their own networks.
- Ensure all group leaders have access to and know how to use relevant resources.
- Maintain records for group members, meetings and logistical information.
- Promote new group events to ACF supporters through an email blast.
- Help develop group resources.
- Helping to develop curriculum for, and facilitating, webinars related to setting up and strengthening new groups.
- Other duties as requested by the supervisor.

Volunteer skills:

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

- 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.
- Good organisational skills with a commitment to keeping records up-to-date.
- 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.
- Ability to work as part of a team as well as autonomously.

Desirable skills:

- 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 officer. 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 2022, with optional volunteer opportunities available thereafter.

Location:

The normal place of volunteering will be either at ACF's main office in Carlton, VIC, but could also be at one of our other offices in Sydney, Canberra or Brisbane. 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?

Today, you have a chat with Karen, who just signed up online to start a local ACF Community group; Li Wei, who has a group of friends keen to promote their first group meeting; and Daniel, who just hosted his first group meeting – you're keen to hear how he went (he was quite nervous about the whole thing!). You train Karen and Li Wei on the 'how-to' of promoting and facilitating a group meeting but are also able to get to the heart of 'why' what they're doing matters. You send them hosting kits and make sure you log that the group meetings are happening. As a part of Daniel's report-back, you collect his feedback, report back on how many people attended the meeting, and ask when their next meeting will be. In your downtime, you might help draft some new group resources. You jump into the Organising team meeting and report back on how the new group launches are going.

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. But numbers alone don't make us powerful. What makes us powerful

is when those like minded people get together, form into groups and commit to local action together. Supporting groups to do this is essential. This role acts as a 'midwife' for birthing new groups – providing coaching and support that means the difference between a fledgling group forming or folding.

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 New Group Support Coordinator will be asked to carry out duties under the direction of and report to the New Groups 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 Mel Abel, Fellowship Program Officer. Please direct any queries to melissa.abel@acf.org.au