



**AUSTRALIAN  
CONSERVATION  
FOUNDATION**

# Nature Outreach Events 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 Nature Outreach Project Coordinator role:**

The Nature Outreach Project Coordinator will be focused on running a strategic nature outreach project in their community to help bring in new and diverse audiences. Projects encompass a series of hands-on nature outreach events and some advocacy activities. This volunteer role is for an initial six-month commitment with the opportunity for further volunteering.

### **Volunteer responsibilities may include:**

- Design and develop a project concept designed to engage new people from diverse backgrounds and take them on a journey to advocacy.
- Develop strategic local partnerships in order to deliver nature outreach projects.
- Recruit for, run, and follow-up on-the-ground nature outreach activities in your community.
- Deliver advocacy activities in your community as part of the nature outreach project.
- Document and reflect on key learnings that come out of your project.
- Collect qualitative data through street surveys, event questionnaires, and follow-up surveys (in compliance with ACF's privacy policies).
- Develop informational resources for the Nature Outreach Program.
- Support organisational events and projects through research, recruitment, coordination and resource creation.
- Database administration as required.
- Data collection from community groups post nature outreach activities.
- Other duties as requested by the supervisor.

### **Volunteer skills:**

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

- Experience in recruiting for and running community events and/or projects.
- Strong organisational skills, an eye for detail and a love of good systems.
- Enthusiasm for getting out in the community and building relationships.
- An ability to build strong rapport quickly with people from a diverse range of backgrounds and ages.
- Excellent communication skills and phone manner.
- Familiarity with technology and the ability to quickly learn new programs.
- 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.
- Strong passion for the environment and a commitment to the values and mission of ACF.

Desirable:

- Experience in project coordination.

- 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 weekdays between 9am and 5pm, however this role will require regular weekend or after hours work in order to run nature outreach activities. 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 ideally be at ACF's Melbourne 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 could 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?**

You begin your day by writing up a report of the observations and learnings from the nature outreach event you ran last fortnight, and enter the data that was collected on the day. Then you send a quick email to the president of a neighbourhood community house, confirming plans for the Tree Planting event you're running with them on the weekend. You finalise writing copy for confirmation texts to RSVPs and schedule them to send that afternoon before jumping on a Zoom call to give a briefing to the volunteer helpers you've recruited to help on the weekend. You follow-up with an email to them that includes all the materials and information they'll need for the event. After lunch you get started on the tactic pitch for next month's event – you've observed what's working from the previous activities and want

to build them into the event's design. Before you head home you jot down an outline for a community group toolkit on how to run a citizen science nature outreach project.

### **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 nature is in trouble – Australia has the 4th worst extinction record in the world – and we know that if we are to succeed in protecting it, we need to grow the movement of people willing to protect it. This role is focussed on growing the movement for nature by engaging new and diverse audiences via practical nature outreach activities, and warmly welcoming them into the ACF Community, so that they, too, will act to protect nature.

### **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 Nature Outreach Events Coordinator will be asked to carry out duties under the direction of and report to the Nature Outreach Organiser (based in Melbourne).

### **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](http://www.acf.org.au/fellowship). Recruitment is managed by Mel Abel, Fellowship Program Officer. Please direct any queries to [melissa.abel@acf.org.au](mailto:melissa.abel@acf.org.au)