



**AUSTRALIAN
CONSERVATION
FOUNDATION**

Group Health 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 Group Health Coordinator role:

The Group Health Coordinators will be focused on monitoring the health of ACF Community Groups and working with relevant Organisers in developing strategies for groups moving forward. This is a shared role, with two Group Health Coordinators that will share responsibilities and support one another. This volunteer role is for an initial six-month commitment with the opportunity for further volunteering.

Volunteer responsibilities may include:

- Systematically run workshops with individual Community groups on developing group health
- Assisting in the development of resources for ACF Community groups based on identified areas for improvement
- Sharing tips and tricks with group leaders, coaching them to measure and improve group health.
- Helping to develop curriculum for, and helping to facilitate, webinars.
- 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.
- Group facilitation skills or experience.
- 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.
- Familiarity with technology and the ability to quickly learn new programs.
- 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.

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 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. 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 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 ideally be at one of ACF's offices in either West End (QLD), Carlton (VIC), Ultimo (NSW) or Civic (ACT). However, depending on the duration of the COVID-19 pandemic, this role 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?

Today, you have a chat with Karen, who started a local community group one month ago, and you're keen to hear how things are going. You coach Karen on the 'how to' of measuring and improving group health. You then follow up with Daniel, who has been struggling to equalise the participation of all members. You share a few resources on setting group norms and having difficult conversations. You update quarterly measures on the health of our groups and finish off a couple of reports for individual groups on the quantitative and qualitative data on their groups' experiences. You spend the rest of the day organising materials for an upcoming workshop on measuring and improving group health.

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!

As we continue to grow our movement, we need to make sure that groups are staying healthy and strong. If we look after the health of our movement, growth tends to follow. If we don't, we risk dysfunction and stagnation. This role not only helps groups at the time,

but sets up rhythms and a culture of prioritising the internal workings of groups as being critical to our impact.

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 Group Health 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 Mel Abel, Fellowship Program Officer. Please direct any queries to melissa.abel@acf.org.au