

National Director Position Description

Can you lead the Australian Youth Climate Coalition through its next chapter delivering critical climate change campaigns and empowering young people to take action? This is a rare leadership and growth opportunity for an extraordinary young person to drive the vision and mission of the organisation, provide clear leadership, manage a dynamic team, and be the public face of one of the country's leading climate campaigning organisations.

The Australian Youth Climate Coalition (AYCC) is looking for an extremely passionate, talented, and driven young person to build on our incredible success so far, and lead the AYCC into its next stage of development and growth. This role is an unparalleled opportunity for a young person with a demonstrated history of making a difference to gain experience leading a large, thriving organisation working on the most important issue of our generation.

Responsible to: Board of Directors

Location: Melbourne

Employment Basis: 3 Year contract with option to renew

Hours: Full time

Start date: April 2017

Key relationships: Board of Directors, Deputy Director, Seed Co-Directors, Head of Campaigns, Communications Director, Key external stakeholders

About the AYCC

The AYCC is a non-profit, non-partisan organisation building a movement of young people to protect our future from climate change. We are Australia's largest youth-led organisation and one of the most effective organisations dedicated to tackling climate change, with more than 20 staff, 750 volunteers nationally and more than 120,000 supporters.

We have four impact areas within AYCC:

- **Campaigns to stop the climate crisis** - we run campaigns to make sure Australia moves from fossil fuels to renewable energy as quickly as possible. Recent campaigns include:
 - Convincing big companies like the Commonwealth Bank and Lend Lease to withdraw from building mega coal projects on the Great Barrier Reef coast.
 - Supporting the Port Augusta community with their campaign to replace their closing coal stations with solar thermal.
 - Campaigning for higher renewable energy targets from the Government and Opposition.
- **Seed Indigenous Youth Climate Network** - led by Aboriginal and Torres Strait Islander youth, this growing network is giving Indigenous young people the opportunity to have a voice on this defining issue. Check out more at seedmob.org.au
- **Switched on Schools** - each year we educate, inspire and empower tens of thousands of high school students to create change on climate change. We do this through presentations, two day summits and then mentor students to lead their own campaigns on switchedonschools.org.au
- **Climate Leaders Training program** - we give young people the information, skills, inspiration and support they need to lead climate campaigns in their community. This year 300 young people will go through 2 day trainings with AYCC, and 40 youth will participate in a leadership stream.

AYCC gives young Australians a voice on climate change. The AYCC leadership and members regularly engage with decision-makers including federal Ministers, MPs, senior business people and heads of environment and community organisations. AYCC is one of a handful of substantial non-profits in Australia driven by young people. All staff members and core volunteers are under the age of 30, and the board of AYCC is also required to include a majority of people under the age of 30.



The Australian Youth Climate Coalition Ltd is a non-profit company limited by guarantee. AYCC's core funding requirements are largely met through grants from philanthropic foundations. Project based funding is received from companies, other non-profit organisations, foundations, major donors, state and local governments, and small individual contributions from our members.

Scope of Position

- **Inspiring and providing practical support for Australian young volunteers;** consolidate their skills and experience and support them to create change.
- **Oversee and support the growth of the AYCC.** This includes equipping and mentoring staff and volunteers and their teams through training and on the job learning.

1. Key Responsibilities

- Major donor outreach
- Management of Leadership team (Deputy Director, Seed Co-Directors, Head of Campaigns and Communications Director)
- Monthly support of 3 other staff
- Strategic planning at an organisational and project/campaign level
- HR - culture, professional development, structure, pathways
- Fundraising and finance - decisions and oversight, responsible for maintaining good financial health
- Public affairs, both external facing and internal facing - media, comms, speeches
- Board liaison, risk management, governance oversight
- Seed indigenous Youth Climate Network direct support

2. Human Resources and Communications

- The position has responsibility for the supervision of all "Heads of" as well as key program managers
- Required to undertake job responsibilities in a manner consistent with equity, diversity, child safe and staff health and wellbeing policies and procedures
- Monitor workload and work environment and take reasonable steps to minimise risks to self and others

3. Qualifications and Experience

- 4-8 years of work experience
- Tertiary qualification desirable
- Police check and WWCC
- Volunteer coordination and management experience
- Experience working with Aboriginal and Torres Strait Islander people, in particular young people
- Experience working in a complex environment including sound time management and prioritisation skills
- Experience in media and communications strategy as well as coordinating national and local traditional media as well as online social media
- Experience with event logistics, planning and implementation including working on large scale events and small gatherings
- Experience developing project plans with clear objectives and action steps; experience evaluating and monitoring including incorporating feedback from stakeholders
- Experience in grassroots campaigning including strategy, supporter and volunteer mobilisation and support

4. Skills

- Ability to manage priorities, with effective time management skills
- Highly organised, with attention to detail
- Strong written and oral communication skills, including in cross cultural contexts

- Experienced with a range of communications channels including traditional media, online formats, and public speaking
- Ability to work effectively with high degree of autonomy and accountability; self-motivated and can demonstrate initiative
- Can work well in a team; shows consideration and respect; accommodates and works well with the different working styles of others
- High level of computer literacy

5. Personal Attributes

- You are a good communicator;
- You are energetic, enthusiastic and confident;
- You love working with people;
- You have a can-do, ambitious and forward-thinking attitude;
- You are a big picture and strategic thinker;
- You are committed to building a movement to solve the climate crisis;
- You have demonstrated experience with working with volunteers and/or volunteer management;
- You have good public speaking skills;
- You value learning;
- You are reliable.

6. Travel

You may be required to travel from time to time in order to perform the duties of the position, without any additional remuneration. Your travel expenses will be covered.

How to apply

The salary for this role is negotiable based on experience within the range of \$65k to \$75k

Please send us a video or written cover letter (no more than 2 pages) telling us why you think you are the best person for the job, your 2 page CV outlining your experience, and 1 page answering the following questions:

- In the current Australian political context, what are the biggest challenges and opportunities for the AYCC?
- How can AYCC stand in solidarity with Aboriginal and Torres Strait Islander people within our organisation and in working with the broader climate justice movement?
- Tell us about the best team you have ever managed

Send it through to nationaldirector2017@aycc.org.au before March 5th.