



## POSITION DESCRIPTION

<b>TITLE:</b>	Campaign Organiser
<b>JOB TYPE:</b>	Full time, ongoing 12-month contracts
<b>LOCATION:</b>	BBF office Hobart
<b>COMMENCEMENT DATE:</b>	November 2020
<b>STRUCTURE REPORTING:</b>	Reports to the Campaign Manager
<b>CLASSIFICATION LEVEL/AWARD:</b>	SCHADS Level 4.2
<b>SALARY:</b>	\$72,262 pa + superannuation at 9.5%

### Position Objectives

- Assist the Campaign Manager to implement Bob Brown Foundation campaigns
- Facilitate a successful series of annual campaign events and strategic actions

### Key Responsibilities

- Tarkine in Motion – facilitate field trips, exhibitions and projects with artists to maximise impact for the campaign to protect takayna / Tarkine.
- Tarkine BioBlitz – event management and volunteer coordination for BioBlitz in November each year.
- Act as the event manager for our annual ultra-marathon, takayna Trail.
- Work on other Foundation campaigns including Protect Native Forests.
- Work closely with the Campaign Manager to develop and implement campaign strategies.
- Assist the Campaign Manager and Tarkine Campaigner with logistic support for campaign events and projects.
- Help produce campaign communications.
- Assist with organising high impact local actions that exert strategic pressure on campaign targets.
- Organise volunteer teams for Tasmanian and national campaign events.
- Maintain an active network of Tasmanian volunteers to deliver campaign tactics, through a combination of face to face gatherings and digital tools.
- Establish, support and train new volunteers and groups to achieve campaign outcomes.
- Travel as needed for campaign events in the field.

- Work cooperatively with other team members.

## **Selection Criteria**

We are looking for someone who is comfortable working both independently and in teams, highly responsive, and able to lead initiatives as well as take direction from others.

- Experience in campaigning and event management.
- Strong project management skills with the ability to maintain tight deadlines.
- Willingness to assist with day to day campaign activities.
- Intention to use your skills for good, engaging and motivating the community to take Action for Earth.
- Experience in the environment movement.
- An understanding of campaign strategy and online tactics.
- Flexibility and openness to your role adapting over time to meet the needs of the organisation and the movement.
- Strong facilitation skills.
- Excellent written and verbal communication skills.
- A passion for taking action for the environment and a commitment to grassroots organising and to Bob Brown Foundation.

## **Key Position Outcomes**

- Providing campaign organisation support to the Campaign Manager, allowing her to focus on other high-level campaign strategies and activities
- Successfully overseeing the organisation of major annual campaign events including Tarkine in Motion, BioBlitz and takayna Trail.
- Organising strategic and effective campaign events and actions
- Developing and supporting volunteer networks that support the activities of the campaign team