

# COMMUNITY ORGANISING PROGRAM MANAGER

## Position Description



### JOB OVERVIEW

TITLE	Community Organising Program Manager
ROLE	Parental leave fill position
REPORTS TO	CEO
LOCATION	60 Leicester St, Carlton
SALARY	EV5 \$82,683 – \$94,005 (0.8FTE pro rata) plus superannuation and generous leave conditions
STATUS	12 month contract, start date 9 December 2019. 4 days per week (0.8 FTE)

### WHO WE ARE

Environment Victoria is one of Australia's leading environment charities, working towards big, lasting change to protect our precious environment. Independent and not for profit, we're a growing community of Victorians standing up for a safe climate, healthy rivers and a sustainable future.

### WHO YOU ARE

The position of Community Organising Program Manager is responsible for coordinating our Community Organising team to build people power and deliver tactics for our Beyond Coal and Westernport campaigns, and to support a decentralized network of volunteers across the state. The Organising Manager works with our campaigns and communications teams to deliver smart and strategic on-ground campaigns. The role also works with organisational partners and cross-sector allies.

In 2020, the role will coordinate our organising work to ensure strong Emissions Reduction Targets at the state level, oversee our engagement and organising work in the Latrobe Valley and our help coordinate our campaign to stop the proposed development of a gas import terminal in Westernport Bay.

The position is a 12 month, near- full time (0.8FTE) parental leave fill position, to begin 9 December 2019. It will require some travel, after-hours work and having a driver's license makes it easier.

### ACTIVITIES

- Provide strategic direction and leadership for Environment Victoria's community organising and power-building efforts to help meet Environment Victoria's mission and campaign goals. This includes overseeing organising program and campaign strategy development and planning, budgets, campaign and tactical implementation, communication and evaluation, and cross-team integration.

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- Oversee EV's movement building work – our Community Organising program delivery, including volunteer recruitment, volunteer group building and support and leadership development and training
- Work closely with the Campaigns Manager and Communications Managers to effectively plan and deliver campaigns through our campaign working group structure
- Oversee delivery of Environment Victoria's Just Transition organising in the Latrobe Valley, supporting the Senior Organiser with strategic oversight, ensuring the effective facilitation of a local conversation on economic diversification. In addition, oversee local tactical delivery and the integration of this work into EV's broader mission and purpose and day to day campaign goals and operations
- Oversee organising tech and infrastructure, and manage the campaigns and organising teams to get the most out of our tech systems
- Manage, guide and mentor organising program staff, volunteer leaders and volunteers.
- Act as a key Environment Victoria spokesperson on campaign and organising issues with donors, supporters and allies and represent Environment Victoria in media stories about our organising work.
- Identify opportunities to raise funds for organising and campaign projects, supporting the fundraising team in the preparation and delivery of fundraising proposals and oversee the organising program and campaign budgets.
- Contribute to Environment Victoria's leadership team and provide support and assistance to the CEO and Board.
- Coordinate Environment Victoria's political strategy and advocacy
- Liaise with other NGO's and allies to ensure coordinated and effective delivery of campaigns and the organising program

## Performance Measures

- Successful organising program building Environment Victoria's power and assisting to deliver transformative environmental outcomes that meet Environment Victoria's goals.
- Successful delivery of the organising component of Environment Victoria's Beyond Coal and Stop AGL campaigns
- Effective, efficient, well-supported and happy organising staff, volunteer leaders and volunteers.
- Higher public profile for our organising campaign activities.
- Effective relationships with community, government and business.
- Sustainable program and campaign funding arrangements.

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## SELECTION CRITERIA

### **ESSENTIAL**

- Proven experience in successful organising and campaign planning, delivery and evaluation. Experience managing organising systems and technology platforms, managing complex volunteer and supporter journeys and overseeing programs that prioritize or require movement building or people power for success.
- Strong and proven staff management ability, and experience in cross-team coordination and managing competing priorities across an organisation
- Experience in delivering community engagement and corporate facing tactics like phonebanking, peer to peer SMS and customer and shareholder actions;
- Experience in group facilitation and training (ideally pedagogy development and training delivery) in a volunteer group /community campaign context;
- Proven experience in developing strong relationships with volunteers, supporters, donors, partners, the media and politicians, demonstrating sound relationship skills and political judgement.
- Ability to manage budgets.
- Demonstrated understanding of deep organising and organising to scale, movement dynamics and how to leverage people power to make change, and expertise in politics, power and decision making
- Willingness to work flexible hours, be contactable after hours and undertake regional travel when required.

### **DESIRABLE**

- Strong knowledge and understanding of key environmental policy issues.
- Established relationships with policy makers, the media and/or environmental campaigners in Victoria.

## TERMS AND CONDITIONS

The position is a fixed term (12-month) 4 day a week position based in our office in Carlton.

- Environment Victoria is strictly non-partisan and an equal opportunity employer. We encourage people from diverse backgrounds to apply.
- Environment Victoria staff are required to operate in a manner consistent with organisational values and policies.
- The 7.6 hours per week can be spread over a few days, and work from home may be negotiated

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### REPORTING

The Organising Program Manager manages a team of 4-5 staff in the organising team, including our Senior Latrobe Valley Organiser, our Community and Network Organisers, a data support role and a communications role. The position reports to the Chief Executive Officer.

### HOW TO APPLY

To apply for this position please submit the following:

- A short cover letter explaining your interest in the role
- A current CV, including names and contact details of two referees
- Responses to each of the selection criteria (max 4 pages)

Please email your application to [admin@environmentvictoria.org.au](mailto:admin@environmentvictoria.org.au)

Applications close **5pm Friday 18<sup>th</sup> October 2019.**

The position will commence on 9 December 2019.

For more information about Environment Victoria, visit our website:  
[www.environmentvictoria.org.au](http://www.environmentvictoria.org.au).

For more information about the position, contact Jane Stabb, Organising Manager on 0401 342 114.