



Position Description

POSITION TITLE:	Campaigns Producer (Project Manager)
RESPONSIBLE TO:	Campaigns Director
LOCATION:	Melbourne
GRADE:	7
SALARY (FTE):	\$108,956 salary plus 10% superannuation
STATUS:	Fixed term contract (two years)
HOURS:	37.5 hours per week (negotiable)

The Australian Conservation Foundation is Australia's national environment organisation - over 700,000 people creating a world where forests, rivers, people and wildlife thrive. For more than 50 years, we've been protecting the web of life across our continent, from the Kimberley to the Reef and down the Great Dividing Range to Tasmania's forests.

We bring together people from the community, government and business. Our supporters advocate 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 are proudly independent, non-partisan and funded by donations from our supporters.

DEPARTMENT PURPOSE

The Campaigns Team is responsible for leading ACF's campaigns to achieve our environmental goals. While led by the Campaigns Team, ACF's campaigns are delivered across campaigns and engagement teams with support from our fundraising and data and digital teams.

POSITION PURPOSE

The Campaigns Producer enables ACF's campaigns to be delivered with agility, efficiency and impact. The position works across multiple teams to enable the delivery of multiple campaigns in a coordinated and timely manner. The position solves problems associated with campaign delivery and provides project management oversight as well as tools and coaching to managers who are responsible for each campaign.

YOU ARE (KEY SELECTION CRITERIA):

1. An experienced project manager with a strong understanding of, and technical skills in agile project management systems, tools, documentation and culture.
2. Solution-oriented, highly organised, agile, strong on process, consultative, a good facilitator and comfortable with experimentation to test and learn.
3. Calm in a complex and at times high pressure environment.
4. Kind to people while holding them to account.
5. A big fan of nature, embracing ACF's vision of a world where forests, rivers, people and wildlife thrive. Experience in non-profits is an advantage.

KEY COLLABORATIONS

The Campaigns Producer reports directly to the Campaigns Director and works closely with both the Campaigns Director and the Engagement Director. The position works collaboratively with the ACF Campaigns Management Team which includes managers from campaigns, engagement, fundraising and data and digital teams. The position also works closely with campaigns support staff.

KEY RESPONSIBILITIES

Agile campaign project management

- Project manage multiple campaigns through agile project management systems, tools, culture and accountability.
- Assist and coach campaign and engagement managers to deliver high quality campaign plans that include realistic delivery schedules and resource allocation.
- Sequence, track and adapt campaigns delivery, identify resource and delivery bottlenecks, and work with the Campaigns Management Team to resolve them.
- Keep accurate and consistent project management documentation, communication and progress reporting.

Pioneering modern project management at ACF

- Build strong campaigns project management capability and culture at ACF.
- Help simplify and streamline campaigns planning and delivery processes.
- Help evaluate and improve ACF's campaigns.

Problem solving

- Identify concerns and recommend solutions relating to delivery constraints and capabilities with the Campaign Director and the Engagement Director.
- Maintain effective relationships with campaigns, engagement, fundraising and data and digital managers and staff.

KEY PERFORMANCE INDICATORS

Performance of the Campaigns Project Manager will be evaluated through regular performance conversations and reviews to be conducted by the Campaigns Director in consultation with the Engagement Director and assessed against indicators, including:

- efficient and timely project management of ACF's campaigns.
- anticipation of, and responsiveness to delivery issues and bottlenecks.
- strong project management culture, systems and tools.

How to walk the talk...

ACF's top six characteristics of an ideal team

	Communicative	Supportive	Respectful	Fun	Collaborative	Focused
ACF's role	<ul style="list-style-type: none"> Provide genuine, meaningful, two-way, communication to staff Provide opportunity for staff to communicate between teams and between levels 	<ul style="list-style-type: none"> Offer flexible work arrangements Monitor, measure and seek to improve staff happiness Reward good performance 	<ul style="list-style-type: none"> Take people's ideas, worries and needs seriously 	<ul style="list-style-type: none"> Encourage a social and welcoming atmosphere Organise team gatherings to celebrate our successes and losses 	<ul style="list-style-type: none"> Communicate organisational goals and provide direction Emphasise shared goals, not individual goals. 	<ul style="list-style-type: none"> Set goals and make sure we stick to them Clearly defined reporting lines, and team functions
My role	<ul style="list-style-type: none"> Ask questions Understand you teams' priorities and help to achieve them Seek feedback Give feedback 	<ul style="list-style-type: none"> Give credit where credit is due Ask "are you okay?" and act on the answer Remind yourself that we're all human with pressures outside work 	<ul style="list-style-type: none"> Treat others as you would like to be treated Listen Let others speak Reflect. Is my behaviour making the situation worse? 	<ul style="list-style-type: none"> Take time out Remember what's important Don't be afraid to ask for help Be silly occasionally 	<ul style="list-style-type: none"> Help your colleagues (remember, you're in the same team) Realise that people work differently and that you can learn something from everyone 	<ul style="list-style-type: none"> Ask the question: "why are we doing this?" Do what's best for the team Work where you can do the most good

ACF's Change Strategy

