

# Position Description

## Digital Organiser

<b>REPORTING TO</b>	National Organising Manager
<b>WORK LOCATION:</b>	Melbourne (Wurundjeri Country), Brisbane (Yugerra Country) or Sydney (Gadigal Country)
<b>GRADE:</b>	4
<b>SALARY (FTE):</b>	\$78,260
<b>STATUS:</b>	Full time, 12 months fixed term
<b>HOURS:</b>	37.5 (1.0 FTE)

### WHO WE ARE

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 community, government and business. Our supporters advocate for climate action 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.

### RENEW AUSTRALIA

This role is focused on providing digital support to the organising team throughout the Renew Australia campaign. Renew Australia is ACF's over-arching campaign to achieve a climate and nature positive future for Australia as we emerge from the pandemic. It brings together three core campaign streams - climate, nature and business - oriented around advancing clean industries and jobs to solve the climate and extinction crises. It incorporates ACF's work to elevate our issues with voters & influence policy as parties contest the next federal election.

### THE ORGANISING TEAM

Community Organising is a key part of ACF's theory of change to create a sustainable future for generations to come. Our job is to build an unstoppable people powered movement that can help change the story on what's possible and fix the underpinning systems that are locking us into environmental degradation.

Our day-to-day work includes recruiting, supporting and training volunteer leaders to be effective advocates for change, empowering sustainable and powerful community groups to take collective action and working closely with our Campaigners to ensure our active community are running co-ordinated, impactful campaigns to protect nature, stop fossil fuel developments and transform to a renewable economy.

## THE ROLE

The Digital Organiser works to build, support and maintain structures and systems that support our organising program in service of ACF's Renew Australia campaign. The day-to-day role includes recruiting, training and managing volunteers, working with the Community Organising team and the Communications & Mobilisation team to identify and fill gaps in the support structure for ACF Community volunteer-run groups in their Renew Australia community campaign efforts, and ensure that our work is being tracked and measured accurately and effectively in line with Renew Australia metrics.

## KEY COLLABORATIONS

This role works closely with the Community Organising team and the Communications & Mobilisation team to engage volunteers and build systems to help build our people powered movement to scale. The role also works closely with the EDDI Team to accurately track volunteer data.

## RESPONSIBILITIES

- Create and maintain digital organising systems and processes that support our people powered movement to scale throughout Renew Australia
- Coordinate new group onboarding processes, systems, resources and checklists and ensure new groups are being supported to form and operate effectively in the midst of peak campaign moment
- Develop and maintain accurate People Power and ACF community group tracking, monitoring and provide regular reports on people power metrics and the growth, health, activity and impact of community groups
- Develop and maintain digital systems and channels for supporting and tracking volunteer leadership development
- Identify and coordinate the development, delivery and maintenance of digital tools and web-based platforms required to support groups to organise their communities and run effective Renew Australia tactics
- Develop and run webinars and online training throughout Renew Australia
- Recruit, train, coordinate and coach office-based volunteers to support Renew Australia organising efforts
- Develop and deliver face to face training as required

## KEY SELECTION CRITERIA

1. Community Organising: Able to inspire, manage, support, train, empower and involve ACF supporters, members and volunteers in community campaigns and implement systems for volunteer leadership development, management and engagement. Has a base level understanding of mobilisation and how it intersects with organising.
2. Digital communication and data management: High level of general digital literacy, a fast learner who can quickly learn to operate a variety of online organising tools.
3. Communication skills: Excellent written and oral communication skills, and a willingness to get 'out and about' and engage with people. Ability to build meaningful relationships with people from a wide variety of backgrounds through utilising coaching methodologies.
4. Teamwork: Cooperates and works well with others. Excellent people and relationship building skills. Able to work in and coordinate alliances and collaborations. Accommodates

and works well with the different working styles of others, treating all people with dignity consistent with ACF values.

5. Initiative: Ability to work autonomously, demonstrate initiative and problem solving. Able to understand ACF’s campaign objectives and see opportunities to advance them at a local community scale.
6. Project management: Demonstrated planning and project management skills.
7. Integrity: Commitment to the protecting the environment and ACF’s values, and an empathy for the challenges facing local communities.
8. Work hours regularly include weekends and after hours’ work.



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