

# Position Description

## Campaigns Officer, Australian Democracy Network

<b>REPORTING TO</b>	Campaigns Director, Australian Democracy Network
<b>WORK LOCATION:</b>	Canberra (Ngunawal Country), or Sydney (Gadigal Country)
<b>GRADE:</b>	3
<b>SALARY (FTE):</b>	\$66,006 per annum plus 10.5% superannuation
<b>STATUS:</b>	Temporary, part-time (6 months fixed-term) with potential to extend
<b>HOURS:</b>	22.5 -30 hours per week (0.6FTE - .8FTE, negotiable)

### 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.

### THE AUSTRALIAN DEMOCRACY NETWORK

The Australian Democracy Network is creating a healthy Australian democracy which puts people and planet first. We bring people and organisations together to campaign for the changes that make our democracy more fair, balanced, transparent, accountable, and participatory.

### THE ROLE

The ADN Campaigns Officer will work alongside our Campaigns Director and other team members to deliver our two major collaborative campaigns, #OurDemocracy, and Hands Off Our Charities. You can expect each day to be different, working across varied aspects of our projects and campaigns. The role will be a vital part of our campaigns delivery team.

### KEY COLLABORATIONS

You will work closely with all members of the Australian Democracy Network team, and many of our partner organisations as well.

### RESPONSIBILITIES

- Assist Campaigns Director with campaign priorities each day
- Maintain internal systems, perform administrative and other tasks as required
- Liaise with partner organisations to deliver campaign goals
- Observe the safe working practices and as far as you are able, protect your own and others' health and safety.
- Other duties as requested

## KEY SELECTION CRITERIA

1. Commitment to the mission of the Australian Democracy Network
2. Communication: Clear written and verbal communication skills, able to communicate with a wide variety of people in different contexts
3. Teamwork and people skills: Ability to build strong rapport quickly with people from across the Network
4. Flexibility: the ability to respond to fast moving situations, learn new things and manage a range of different types of tasks

## DESIRABLE:

- Democracy really means something to you because of your personal experience or the community you come from
- You have some previous organising, campaigns, communications, or digital mobilising experience



# 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>