

# Position Description

## Organiser – Corporate Staff Engagement

<b>REPORTING TO</b>	Manager, Economy and Democracy Program
<b>WORK LOCATION:</b>	Melbourne (Wurundjeri Country), or Sydney (Gadigal Country)
<b>GRADE:</b>	5
<b>SALARY (FTE):</b>	\$90,142.00 plus 10.5% superannuation
<b>STATUS:</b>	Temporary, Full time, 1 Year Contract
<b>HOURS:</b>	37.5 hours per week

### 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 ECONOMY AND DEMOCRACY TEAM

ACF's Economy and Democracy Team works to ensure Australia's economic and democratic systems prioritise the health of people and the planet. Right now, this looks like campaigns to ensure some of Australia's biggest financial institutions end their relationship with polluting coal and gas and that big donations from the fossil fuel industry to Australia's political parties are ended.

### THE ROLE

We know that staff speaking out can influence the climate policy of the organisations they work for. This role will help empower staff to be advocates for policies that help accelerate Australia's energy transition. Alongside the Economy Campaigner this role will play an integral role in the campaign to ensure Australia's banks and superannuation funds end their relationships with the fossil fuel industry by helping empower staff of target companies to influence the climate policies of their employers.

### KEY COLLABORATIONS

Under the direction of the Manager, Economy and Democracy Program, this position works closely with the Economy Campaigner and ACF's other teams in ACF's campaign directorate (Climate & Energy, Nature, and Organising programs) and Engagement Directorate.

## RESPONSIBILITIES

- Develop and implement staff organising strategies that align with the goals of ACF's economy campaign.
- Recruit and build relationships with employees in target companies.
- Help provide strategic advice and guidance to employees on how to navigate influencing decision makers and interaction with other employees.
- Develop and adapt materials to ensure effective internal staff advocacy.
- Attend and facilitate meetings, events and training as required.
- Work with ACF's engagement team to develop and test digital communication strategies to recruit and engage employees.
- Help ACF evaluate the role that staff organising could play in ongoing campaigns.
- Observe the safe working practices and as far as you are able, protect your own and others' health and safety
- Other duties as requested by your manager

## KEY SELECTION CRITERIA

1. **Organising:** Experience in designing and implementing community or workplace organising strategies. Has base level understanding of mobilisation and how it intersects with organising.
2. **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.
3. **Initiative:** Ability to work autonomously, demonstrate initiative and problem solving. Able to understand ACF's economy campaign objectives and see opportunities to advance them through staff organising.
4. **Teamwork:** Cooperates and works well with others in the pursuit of team goals. Collaborates and shares information. Shows consideration, concern and respect for others' feelings and ideas. Accommodates and works well with the different working styles of others, treating all people with dignity consistent with ACF values. Encourages resolution of conflict within group.
5. **Creativity and Innovation:** generates new ideas; draws on a range of information sources to identify new ways of doing things; actively influences events and promotes ideas; translates creative ideas into workplace improvements; reflects on experience and is open to new ways to improve practice.
6. **Project management:** Demonstrated planning and project management skills.
7. **Work hours:** Ability to work outside of business hours on occasion.

# 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>