



**AUSTRALIAN
CONSERVATION
FOUNDATION**

Position Description

Campaigns Project Manager

REPORTING TO	Director of Campaigns
RESPONSIBLE FOR:	Executive Assistant to Director of Campaigns and Engagement
WORK LOCATION:	Melbourne (Wurundjeri Country)
GRADE:	6
SALARY (FTE):	\$102,025 per annum plus 10.5% superannuation
STATUS:	Part time, 12-month fixed term contract
HOURS:	30 hours per week (0.8 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.

THE ROLE

The Campaigns Project Manager provides project management and coordination across the Campaign and Engagement directorates in service of impactful delivery of ACF's campaigns, particularly the Renew Australia campaign.

KEY COLLABORATIONS

The Campaigns Project Manager works with managers across the Engagement and Campaign teams, Directors of the Campaign and Engagement team, the Head of People and Culture and the teams responsible for delivering campaign tactics. The position is responsible for the management of the Executive Assistant to the Director of Campaigns and Engagement to ensure key administrative and project coordination support is provided in line with campaign priorities. Liaison with other staff across the organisation to ensure effective project and communication outcomes is also important. Externally, the position liaises with various service providers and industry contact personnel (i.e. business, government and environment groups).

RESPONSIBILITIES

Project manage the delivery of ACF campaigns

- Project manage, prioritise and schedule the delivery of ACF campaigns, particularly the Renew Australia campaign.
- Facilitate communication across campaign teams to enable effective prioritisation and delivery.
- Lead internal processes that allow campaign teams to track progress against campaign goals, measures of success and critical steps.
- Support the development of ACF's campaign impact measurement and reporting.

Implement and maintain ACF's campaign planning and delivery tools

- Develop, implement and maintain campaign delivery and tracking tools, processes and frameworks.
- Train, capacity build, onboard and socialise tools, processes and frameworks.
- Ensure information management systems are efficient and effective.

Support Campaigns and Engagement directorate planning

- Coordinate annual planning within directorates in line with ACF's Strategic Planning process
- Support directorates in developing, implementing and evaluating annual goals and plans.
- Assist in the development and tracking of annual income and expenditure budgets.
- 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 the Director of Campaigns and Director of Engagement.

SELECTION CRITERIA

1. Demonstrated high level project management experience with the ability to synthesis outcomes and discussions into clear actions and timelines.
2. Exceptional relationship management skills, able to confidently represent ACF, identify shared goals with partners and manage contractors to deliver in line with brief and budget.
3. Clear, concise, professional verbal and written skills demonstrating an understanding of the target audience and the objectives of the communication.
4. Strong understanding of information and document management and sharing practices, including adherence to privacy regulations.
5. Demonstrated ability to work effectively within a cross-organisational team
6. Highly proficient in MS Office 2010, particularly Word, Outlook, PowerPoint and Excel.
7. Financial literacy and experience in interpretation of budget reporting and forecasts.
8. Experience in creating and embedding processes that deliver solutions is highly desirable

How to walk the talk...

ACF's top six characteristics of an ideal team

ACF's role	Communicative	Supportive	Respectful	Fun	Collaborative	Focused
	<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	Communicative	Supportive	Respectful	Fun	Collaborative	Focused
	<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