



Team Assistant Job Description

Job Title	Team Assistant
Salary	\$55,000 - \$65,000 pro rata (dependent on experience). Plus 10% superannuation.
FTE	0.8 - 1 (negotiable)
Duration	12 month contract with the possibility of extension dependent on funding
Location	Work from home. (Access to a shared office space in Sydney if you like). Some travel requirements for key events such as strategy days or training.
Key Relationships	Reports to: CEO - experienced climate campaigning leader Works with: Climate Smart Project Manager - highly qualified veterinarian and educator Supervises: May supervise volunteers from time to time Other: A Board deeply invested in the success of VfCA, other climate advocacy organisations, veterinary and animal care companies and bodies.
Other	Work hours are generally flexible but include some evenings and very occasional weekends. TOIL is offered.

ABOUT VFCA

Veterinarians for Climate Action (VfCA) is a fast growing climate organisation formed in late 2019. We have three staff (including this hire) and approximately 50 highly engaged volunteers who empower vets, vet nurses and the community of animal lovers around them to take action on climate change. Our mission is to mobilise the veterinary and broader animal care community to advocate for and take climate action.

THE ROLE

In recent months, we've launched a number of new campaigns and projects. As such, we need someone to assist our staff with tasks across the organisation and ensure our volunteers are empowered and successful in their work.

This is a fantastic opportunity for anyone wanting to embark on a career taking action on climate change. No previous experience in the not-for-profit or climate change space is required. Experience with the veterinary community is also not essential but will be highly regarded.

Perhaps you've recently finished university or another form of training and are looking to launch your career, perhaps you've been working in the veterinary or animal care sector for a while and are looking for something new, perhaps you're studying part-time and want to give your working hours to an important cause.

Either way, this role is a great first step where you'll learn from an experienced climate campaigning leader. As you will assist in a number of areas across the organisation, you'll also develop an understanding of all the elements involved in running a climate charity - from campaigning, to community organising, to project management, to fundraising, to financial management, to legal and governance, to HR.

RESPONSIBILITIES

Operations & Administration

General administrative tasks such as:

- Meeting management - scheduling meetings, taking minutes, facilitating meetings.
- Management of folders, files and databases.
- Finance tasks such as paying invoices and sending monthly bank statements to our Bookkeeper for reconciliation.
- Assisting with financial reporting.
- Assisting with legal and governance requirements.
- Assisting with enquiries and requests from volunteers.

Communications

- Along with the CEO, developing and posting social media content for our social media channels.
- Along with the CEO and volunteers, maintaining and updating our website.
- Assisting with the development of marketing materials.
- Assisting with communications with external stakeholders.
- Writing first drafts for grant applications and emails to our 1,000 strong member base.
- Researching and writing briefing notes for potential major donors.

Project Assistance

- Assisting with the delivery of various campaigns and projects.
- Arranging events. Such as regular welcome webinars for new volunteers, training in our IT systems for volunteers who need a refresher, or social get-togethers in person.

Other

- Any other duties as reasonably requested by the CEO. This is a small organisation and we all pitch in!

CORE COMPETENCIES

1. **Organisation.** Demonstrated personal and team planning and prioritisation skills.
2. **Teamwork:** Demonstrated skills in team collaboration with a high level of emotional intelligence and strong relationship management. This includes willingness and self-motivation to work with the different working styles of others and treating all people with respect.
3. **Communication:** Excellent written and oral communication skills. Able to write communications for a wide variety of internal and external requirements.
4. **Reliability.** Ability to meet deadlines and deliver on promises. A can-do attitude which results in a high quantity of work being produced in a timely and sustainable manner.
5. **Attention to detail.** Produce work which has minimal mistakes. Able to spot and fix mistakes in the work of others efficiently and sensitively.
6. **Versatility.** Ability to 'context switch' with ease between tasks and areas of work, with a focus on completing a diversity of tasks to a good standard.
7. **Learner attitude.** Proven ability to learn about and understand new technical expertise (such as navigating a new website platform), concepts (such as campaign strategy) and communities (such as the veterinary community or climate change movement).
8. **Passion.** A genuine passion for climate action and desire to work with the veterinary and broader animal care community.

ROLE REQUIREMENTS

There are no formal qualifications needed for this role. We're looking for someone with a positive attitude, great organisational skills and the ability to roll up their sleeves and get things done. Your education and experience matters less than enthusiasm, adaptability and a great work ethic.

We value diverse experiences and perspectives to strengthen our team, strategies, and movement. We strongly encourage applications from First Nations people, people from culturally, racially and gender diverse backgrounds, parents and carers from all types of families, and people living anywhere in Australia. We offer some flexibility in working hours to fit with your family, cultural and community commitments.

STAFF BENEFITS

- 20 days Annual Leave per year
- An extra 4 gifted days Annual Leave over the Christmas period
- 10 days Personal Leave per year
- Time off in lieu (TOIL) is offered and encouraged to be taken
- Access to regular training, webinars and development opportunities from experts in the climate campaigning and veterinary sectors

- The freedom to work from anywhere in Australia (as long as you have reliable internet connection!)
- The opportunity to work at an organisation with an extremely positive culture where everyone is treated with genuine kindness and respect.

MORE INFORMATION

- Read our [Strategic Plan here](#).
- Visit our website www.vfca.org.au.

APPLY

Please apply through the Ethical Jobs application portal:

- **Cover Letter** (max 2 pages).
 - Outline why you are interested in this role and in VfCA.
 - Use the headings provided under 'Core Competencies' to structure your cover letter and use examples to show how your experience has built your skills in each of these competencies.
- **CV** (max 2 pages). Include paid and unpaid roles that relate to the role, responsibilities and core competencies.