

Position Description

ADN Digital Organiser

REPORTING TO	ADN Digital Campaigner
WORK LOCATION:	Melbourne (Wurundjeri Country), Brisbane (Yugerra Country), Canberra (Ngunawal Country), Sydney (Gadigal Country) or as negotiated
GRADE:	4
SALARY (FTE):	\$78,260 plus 10.5% super
STATUS:	Temporary position until 30 June 2022, part time
HOURS:	0.8 FTE (4 days per week - open to negotiation for 0.6 FTE)

THE AUSTRALIAN DEMOCRACY NETWORK

The Australian Democracy Network (ADN) 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. ADN is a project of the Australian Conservation Foundation, in the process of becoming an independent entity.

THE ROLE

This role will be working on the [#OurDemocracy campaign](#). The Digital Organiser will play a key role in our small team, bringing our campaign tactics to life both on and offline. You'll work with a campaigns team that brings strong political strategy, advocacy, and organising skills to complement your people-powered focus, digital skills and creativity.

RESPONSIBILITIES

- Deliver community tactics designed to raise the profile of integrity issues before the next election
- Support volunteers by writing guides, leading online events, coaching and leadership development
- Ensure our campaigns are responsive to current events by creating reactive content that can be used and shared by ADN and allies.
- Work with the team to implement a plan to build the ADN list of action takers, including designing lead generation campaigns that will reach new audiences
- Track, test, report on and evaluate engagement activity, and make informed adjustments to increase the efficacy of ADN's public engagement.
- Write and edit content and produce web pages, forms, emails, SMS and communications on other channels. Prepare content and communications strategies as required.
- Collaborate with movement allies to scale collective impact.
- 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. **Previous experience** in community organising, working with volunteers and community campaigns
2. **Interpersonal skills:** Relates well to all kinds of people from different backgrounds; builds appropriate rapport; listens, and uses diplomacy and tact.
3. **Excellent communication skills:** experience writing and editing engaging content that moves people to action in a campaigning, or organising context. Ability to grasp complex policy issues and make them simple and engaging.
4. **Proficiency in using and troubleshooting digital tools and** ensuring audiences have a quality digital experience through various communication channels such as email, SMS and website.
5. **Digital mobilisation:** Experience mobilising people to take action, designing ways to overcome barriers to participation and evaluating the impact of our tactics.
6. **Project management:** Ability to manage workflow of multiple competing tasks and projects.



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"> • 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	<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