



Victorian Forest Alliance – Forest Campaign Coordinator Role

12 month contract (Option to extend - dependent on project need and funding) 3 month probation

Part Time – 3 days/ 24 hours per week

Salary plus oncosts per annum \$52,106.12

This role offers you the challenge and excitement of helping to build the Victorian Forest Alliance Inc.

Reporting to the VFA Committee in particular the President and strategy group, supporting the VFA as it becomes established, the Forest Campaign Coordinator is part of a small team that will drive the new Alliance. You will ensure VFA has the tools to meet its ambitious vision by enabling the development of strategy, connections, systems and resources. You will be central in helping to build the Alliance so it is effective and achieves its mission. An in-depth induction about the forest campaign movement and current state of play will be undertaken

The key responsibilities of the Forest Campaign Coordinator will be to:

- Drive the growth of a successful and effective Alliance
- Ensure Alliance members are well supported to maximise collaboration by coordinating meetings, working groups and other mechanisms to get together and build connections
- Coordinate and deliver strategies that advance the VFA's goals
- Drive participation in VFA activities including supporting existing members while also identifying and recruiting new members
- Produce and share with supporters a broad range of information about the VFA, its activities, new research, best practice guidelines and sector developments, including managing its email, website, supporter and digital communications
- Support fundraising activities for the VFA including managing donor relationships, establishing fundraising initiatives and applying for grants
- Other coordination, organising, enabling and capacity building activities as required to support a strong and effective alliance.

The responsibilities of the Forest Campaign Coordinator will be wide-ranging and your day to day work will adapt to meet the strategy for achieving the Alliance's goals. You will largely work from home but on occasion may be asked to travel to key communities and events across Victoria. Some weekend and evening work will be required. Access to your own computer and internet required.

You are:

- Committed to the protection of country and justice for Aboriginal and Torres Strait Islander peoples
- A collaborator with a belief in and commitment to building the VFA
- Passionate about protecting Victoria's forests
- A team player, who is respectful, constructive and able to build relationships with a wide range of people and stakeholders
- Resilient and willing to persevere to reach long term goals
- Committed to equity, diversity and inclusion.

Your skills and experience include:

- Community organising and relationship building skills, with a track record of forming strong partnerships for change
- A strong interest in nature conservation
- The production of high quality written documents and media content, for a variety of audiences
- Facilitation skills, with the ability to find areas of agreement so that people can make a real difference by working together
- Strong project management skills with experience in keeping multiple strands of work running simultaneously and navigating complex stakeholder interests
- A track record of effectively planning and prioritising and meeting deadlines
- Ability to work collaboratively and flexibly whether in a team or independently, in a complex environment with changing demands
- Ability to use technology for effective communication and information across a wide range of platforms.

Please email your expression of interest for the position with your CV to the VFA committee vicforestalliance@gmail.com by the 24 Jan 2022.
Any questions can also be directed to this email.