

Programs Lead Position Description

Job Title	Programs, Volunteers & Events Lead
Salary	\$75,000 FTE plus superannuation (pro-rata)
FTE	1.0
Duration	12 months
Location	Flexible. Some travel requirements for key events such as strategy days, training and visits to communities we're working with
Key Relationships	Reports to: COO Works alongside: Regional Lead, Chief Impact Officer, CEO Supervises: Volunteers Other: A Board deeply invested in the success of VfCA
Other	Work hours are flexible and regularly include evening Zoom meetings per week (e.g. starting at 7 or 8pm). Time off in lieu is encouraged.

ABOUT VFCA

Vets for Climate Action (VfCA) is a fast growing, climate focussed not for profit formed in late 2019. We have five staff (including this hire), approximately 60 highly engaged volunteers mainly from the veterinary profession, and over 2,000 members around Australia.

We inspire vets, vet nurses and the community of animal lovers around them to help Australia make progress tackling one of the biggest threats to Australia's animals - climate change. Our volunteers work in teams and truly drive the work of the organisation - they contribute to our Programs development and delivery, write submissions on behalf of VfCA, help with events, attend lobbying meetings with MPs, and so much more.

VfCA is an inclusive place to volunteer and work. We embrace diversity, celebrate our differences, and inspire each person to be their authentic self at work. We welcome and actively encourage applications from Aboriginal and Torres Strait Islander people and other diverse groups.

Our vision: A world where animals and people thrive in a healthy climate.

Our purpose: To lead those who love, care for and work with animals to act urgently on climate change.

Our theory of change: At the centre of Science, Policy and Politics, VfCA inspires, educates, mobilises, collaborates with, and acts as a trusted advisor for the veterinary profession and animal care community to take climate action.

As such, we grow, diversify, and strengthen the climate movement and embolden politicians to take urgent positive action to mitigate and adapt to climate change.

Our purpose: We are striving to halve carbon emissions of veterinary clinics and hospitals by 2030, with the support of our 12-month, online Climate Care Program. This program will work with more than 4,000 clinics, as well as zoos, aquariums, shelters and other animal care facilities to take on a step-by-step process to implement initiatives to achieve emissions reduction goals. We will support our members to educate and engage people within their own circles of influence through our rural and regional program t Finally, we plan to launch a national education campaign to engage with all animal lovers to ensure they understand the impacts of climate change on their pets, livestock and wildlife.

Our values:

1. We care deeply about animals, humanity and the environment. Consistent with the One Health paradigm, we recognise the three are inextricably linked.
2. We value the commitment of our people and honour the trust our communities have in the veterinary profession.
3. Our actions and policies are based on the available research and scientific evidence.
4. We are proudly non-partisan. We support climate-positive policies and call out climate-damaging policies, regardless of the party or politician they are associated with.
5. We are driven to achieve our strategic goals and increase our impact.

Read our [Strategic Plan](#) to learn more.

JOB PURPOSE

To support the growth of VfCA's volunteer network and Programs, and ensure impactful attendance at events and conferences, to achieve VfCA's vision of a world where animals and people thrive in a healthy climate.

PROGRAMS

	CORE TASKS
1	Provide support to Climate Care Program team, its customers and participants, both new and existing

2	Supporting Head of Marketing and Communications with collateral and communication pieces as required
3	Provide support to the Regional Leads as required, including organising events if required

	CORE RESPONSIBILITIES
1	Coordinate the enrolment and onboarding of new climate care clinics & champions, including technical troubleshooting, and direction for further support as required
2	Re-engage with CCP Pilot participants
3	Maintain CCP Program Operations manual
4	Support the Chief Impact Officer on the implementation of the MEAL system across any program and manage the ongoing tools and tasks – April.

VOLUNTEERS

	CORE TASK
1	Provide coordination, guidance and support to all VfCA's Volunteer Teams and volunteers
2	Design, manage and deliver volunteer structures, supports and processes that enable VfCA's volunteers to succeed
3	Develop resources to support volunteer leaders to succeed in achieving their team's objectives
4	Establish and foster a culture amongst volunteers that is grounded in VfCA's values of
5	Work with VfCA Team to identify and harness opportunities for VfCA to grow its volunteer network and support the recruitment of new volunteers.

	CORE RESPONSIBILITIES
1	Ensure volunteer attraction, induction, retention and management process is followed at all times <ul style="list-style-type: none"> ○ Monthly Induction meetings

	<ul style="list-style-type: none"> ○ Ensure all volunteers sign a Volunteer Agreement ○ Organise quarterly volunteer update meetings ○ Conduct annual volunteer survey and respond appropriately
2	Attend volunteer team meetings and looking for opportunities of how the organisation can support their plans and upcoming activities
3	Supporting volunteer Team Leaders to help them induct new volunteers into their team, or acting in team leader position when there is a vacancy
4	Designing training materials to help volunteers up-skill

EVENTS

	CORE TASK
1	Organise & establish VfCA's presence at industry events (e.g. conferences), including engaging volunteers to run stalls

	CORE RESPONSIBILITIES
1	Maintain the Conference & Events Calendar
2	Organise volunteers (and the logistics) for those who are speaking and/or staffing stalls at conferences/events
3	Organise place-based / in-person events for volunteers

GENERAL

	CORE RESPONSIBILITIES
1	Contribute to monthly Newsletters and Annual Report, and any additional reports required eg. to donors or business partners
2	Help out a colleague with a project they're working on (this is a small organisation and we all pitch in!)
3	Dream big about how to make VfCA the best place for anyone in the veterinary and animal care community to have an impact on climate change

4	Meet with your mentor to discuss how the plans to grow our volunteer numbers are progressing and to troubleshoot any challenges
5	Provide administrative support for all IT platforms, tools or programs (including, but not limited to, Tribal Habits, Asana, VfCA's website and Nation Builder)

CORE COMPETENCIES

1. **A “people-person”:** You have excellent people and relationship building skills. A willingness to get ‘out and about’ and engage with people from a wide variety of backgrounds.
 2. **Goal-focused:** You’re able to set goals, plan how to work towards them and achieve them.
 3. **Planning and Organising** - You have strong organisational skills and can plan, organise and deliver tasks and projects to deadlines. You always ensure projects are completed on time and within budget.
 4. **Communication:** You have excellent written and oral communication skills and you’re able to adapt your communication styles to best suit different individuals and audiences.
 5. **Initiative:** You can work autonomously, demonstrate initiative and problem solve. You’re able to understand VfCA's Strategic Plan and see opportunities to achieve it.
 6. **Curiosity.** You’re curious in your approach and enjoy learning about new technical expertise (such as community engagement principles), concepts (such as campaign strategy) and communities (such as the veterinary community or climate change movement).
 7. **Digital Literacy and Data Management:** You have a good level of general digital literacy (we use a variety of digital platforms), a fast learner who can quickly learn and implement a variety of online community engagement tools.
 8. **Leadership.** You enjoy leading and inspiring others to achieve goals.
 9. **Passion:** You have a genuine passion for climate action and desire to work with the veterinary community.
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