



Victorian Forest Alliance – Forest Campaign Coordinator Role

12 month contract (option to extend - dependent on project need and funding)

3 month probation

Part Time (0.6 FTE) – **3 days/ 24 hours per week** (8 hour days with 1 hour paid lunch break)

Employment is through Friends of the Earth Melbourne and subject to their conditions

Salary plus oncosts per annum **\$58,824.30**

Based in Victoria, remote work (work from home)

The Victorian Forest Alliance Inc., an alliance of 39 grass-roots member groups from across Victoria campaigning for the protection and restoration of native forests, are seeking a part-time Campaign Coordinator. Reporting to the VFA Committee, the President and strategy team, you'll be supporting the VFA as we face new challenges following the Government's May 2023 announcement to end native forest logging in Victoria by January 1 2024. The Alliance is now focussing on permanent protection, ecological restoration, and protection of forests from industrial-scale burning. The Campaign Coordinator will play a key role in driving the Alliance to achieve its goals.

The VFA is a small, but highly effective organisation made up of passionate, hard-working and dynamic people who care deeply about the protection of the forests. You will ensure VFA has the tools to meet its ambitious vision by driving development of strategy, connections, systems and resources for VFA members and working groups. You will be central in continuing to assist in building 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 with a well supported handover period in this ongoing position.

The role is mostly working from home/remotely, with some travel in Victoria to regional and metro areas.

The key responsibilities:

- Drive the continued growth of a successful and effective alliance.
- Ensure Alliance members are well supported to maximise collaboration and connection by coordinating meetings, working groups and other mechanisms.
- Coordinate and assist in delivering strategies that advance the VFA's goals.
- Drive participation in VFA activities.
- Help develop the strategy and direction of the VFA.
- Produce and share with supporters a broad range of information about the VFA, its activities, including managing email, website, supporter and digital communications.
- Help to draft and distribute media releases.
- Liaise with journalists and producers and provide materials.
- Work with the media officer to develop communication strategy and content, and engage with the committee.
- Maintain relationships with ENGOs working in the forest campaign, establish and maintain relationships with key government departments and Ministers as required.
- Other coordination, organising, enabling and capacity building activities, such as training, as required to support a strong and effective alliance.

The responsibilities of the 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 is required.

You are:

- Committed to nature protection and justice for Aboriginal and Torres Strait Islander peoples.
- A collaborator who cares deeply about building relationships to achieve change.
- A team player, who is respectful, constructive and able to build relationships with a wide range of people and stakeholders.
- Highly organised and a dynamic thinker who is able to work efficiently and achieve results on various intersecting and arising tasks and support the team to do the same.
- Resilient and willing to persevere to reach long term goals.
- Committed to equity, diversity and inclusion.
- Able to work flexibly, and independently.
- Passionate about grass-roots organising and campaigning.

Selection criteria

Essential:

- Experience in community organising and strong relationship building skills, with a track record of forming strong partnerships for change.
- Excellent written and verbal communication skills.
- Able to produce 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.

Desirable:

- A strong interest and experience in forest science and nature conservation.
- At least 2 years experience in a similar role, coordinating campaigns with grassroots environment groups or ENGOs.
- Confident and proficient public speaker.
- Experience using Nationbuilder platform, Medianet, DoGooder, and other tools.
- Existing relationships with the ENGO sector in Victoria, state government and departments, journalists and media outlets.

Please email your expression of interest for the position with your CV to the VFA committee vicforestalliance@gmail.com by November 12 2023.
Any questions can also be directed to this email.

For more information on the alliance visit our website and social media pages:
www.victorianforestalliance.org.au
[Facebook](#), [Instagram](#), [Twitter](#)

Victorian Forest Alliance
ABN 48768741104