



Hands-on help volunteer

Position description

Are you passionate about the environment and (or) concerned about the climate crisis? Would you be interested in getting a taste of volunteering with us in ACF? Then come and join our newly developed Hands-on help Team!

About the Australian Conservation Foundation:

We're the Australian Conservation Foundation, Australia's national environment organisation.

Since 1965, we've protected the air we breathe, the water we drink and the places we love. Driven by the power of people, we won World Heritage listing for the Great Barrier Reef and Kakadu National Park; we secured the \$10 billion national clean energy bank and we returned precious water to the rivers of the Murray-Darling. We influence governments and businesses to protect the animals, rivers and reefs close to our hearts and hold decision-makers to account without fear or favour. Everything we do is evidence-based and helps nature and people thrive for generations to come.

We won't give up until Australia's nature is protected and regenerated.

About the opportunity:

ACF is seeking 10-20 committed volunteers to join our pilot of the "hands-on help volunteering team."

As a hands-on help volunteer, you will support ACF's Community Organising and Community & Mobilisation teams to deliver priority campaign and capacity building activities and events. This may include training, webinars and meetings, and rallies.

Volunteer opportunities will vary week on week, so this is a role for people who enjoy events and trainings, can be a bit flexible in their availability, are confident in conveying when they are (and are not) available to volunteer, and have a passion for ACF's campaigns for climate and nature.

Why join the hands-on help team?

- Get a taste of what it's like to volunteer with ACF without needing to make a big commitment. Your experience in the Hands-on Help Team may lead you to other opportunities in the organisation or beyond.
- Learn about how environmental advocacy works through doing.
- Flexibility. You get to determine which activity / event / project you want to be involved in.
- Get involved in a variety of activities and events so you can use or improve your skills or gain new ones.
- Learn how to use different digital and office technology tools (depending on the project you'll be involved in).
- Connect with like minded people who care about the environment and climate action.
- You may qualify for a reference from us with regards to your volunteering.

Volunteer responsibilities:

The main tasks of the volunteer may include:

- Providing logistics support at online events and trainings, such as: responding to community questions in the chat box, marking attendance, assisting with Zoom technology
- Providing logistics support at in-person events, trainings and rallies, such as: set up and pack-down of training rooms, organising printed resources for attendees
- Doing data entry and administration for events and trainings
- Making recruitment and confirmation phone calls and texts
- Participating in priority campaign activities, which can include: phonebanking, letter-boxing, market stall conversations
- Providing direct and constructive feedback about the hands-on help volunteering team, so we can improve this volunteering model in the future
- Staying across ACF's campaigns and the different ways people can get involved with ACF, including which opportunities may be most important to recruit people to
- Observing the safe working practices and as far as you are able, protect your own and others' health and safety.

Volunteer skills:

The volunteer should be able to demonstrate:

- Clear, respectful and engaging communication skills and strong ability to collaborate with others (e.g. staff, other volunteers, the wider ACF community)
- Reliability, with the ability to clearly convey own capacity and time availability, and timely responsiveness to messages from your supervisor (this is key to success, as the volunteer commitments may vary from week to week)

- Good organisational skills and a commitment to completing agreed duties to a high standard
- Willingness to learn and try new skills
- Self-motivated, able to work autonomously, and proactive in asking questions and seeking support from your supervisor/other team members/other volunteers where needed
- A passion for ACF's mission to protect nature so that people, communities and wildlife thrive and an understanding of ACF's campaigns.

Hours:

The time commitment for this role will vary, based on the event or activity you are assisting with.

We are seeking a team of hands-on help volunteers to join ACF for 6 months. During this time, your volunteering could average anywhere between one and three hours per week when we match you with a suitable event or activity.

When your supervisor needs assistance with an event or activity, they will aim to provide at least 7 days notice (though some events are called at short notice). They will also provide clear information on the nature and time commitment for that event or activity – so you can let them know if you are able to assist or not.

Some events may take place outside of business hours (e.g. after 5pm AEST) or on the weekends.

Workplace:

This role has a preference for volunteers who can access either: the Sydney office (1 Buckingham Street, Surry Hills); Melbourne office (60 Leicester Street, Carlton); or Adelaide CBD, to provide support for in-person events. Additional events may take place in locations around wider Sydney, Melbourne and Adelaide.

Other events and activities (e.g. online events, data entry) can be done from the volunteer's home/remote place of work. If you are outside Sydney, Melbourne or Adelaide but interested in this role, we encourage you to apply.

Duration:

The volunteer position is for an initial period of 6 months. This means once you sign up, you will be on the ACF hands-on help team database for the next 6 months. You will get contacted when we need your help. There may be an opportunity to extend the volunteer role.

Onboarding:

This role will include an induction, training material, and supervision. Information about ACF volunteer terms and the induction process are available separately from our website and the relevant supervisor.

Contact:

Once we find relevant projects or opportunities for you, you will be contacted by one of our team members and be put in touch with the staff that oversees the project.

If you have any questions, feel free to email Ken Matahari, National Network Organiser on ken.matahari@acf.org.au

How to apply: simply complete [the online volunteer registration form here](#) and when we have relevant opportunities in the Hands-on Help team, we'll get in touch with you.