

JOB DESCRIPTION

Role:	Break Free Organiser (short-term)
Responsible to:	Network Coordinator
Salary:	\$58,540.51 per annum + superannuation (pro-rata)
Status:	Full-time, 3 Month Contract
Location:	Sydney, Melbourne and/or Brisbane
Direct Reports:	Nil direct reports - <i>works closely with contractors, interns and volunteers.</i>

Overall purpose of the role

The Break Free Organiser is responsible for supporting the development and maintenance of Greenpeace's Energy Transition organising strategy in the post Federal Election period. This role is responsible for identifying, developing, growing and organising a base network of volunteers so that they have the ability to work as collective teams to maximise campaign efforts and outcomes in accordance with the strategic plans of Greenpeace Australia Pacific.

Organisation Environment - Greenpeace Mission

Greenpeace is an independent campaigning organisation which uses non-violent, creative confrontation to expose global environmental problems and to force the solutions which are essential to a green and peaceful future. Our goal is to ensure the ability of the earth to nurture life in all its diversity. We drive change by creating and sharing content to inspire and support masses of people to act to win a healthy planet.

Main responsibilities

1. Strategy and Network Development

- Contribute to the development and implementation of strategies to develop and grow the offline Greenpeace Australia Pacific Network under the Break free umbrella
- Coordinate defined projects that contribute to the implementation of agreed network growth and development strategies
- Represent Greenpeace's mission and values to current and prospective volunteers
- Develop relationships with individuals and groups who can help us engage other people in our campaigns

- Identify, recruit and develop key community leaders. Engage them in the plan so that they have ownership of projects/tasks
- Apply online mobilisation techniques

3. Communication

- Articulate the vision of the campaign and/or plans to volunteers
- Oversee communications with volunteers through face to face, social media, phone and CRM tools

4. Training and Development

- Educate/train the supporter base and leaders in delivery of offline activities and other skills as required
- Track volunteer development and activity

5. Reporting

- Provide transparent and effective reporting of campaign strategy, approach, implementation and progress as required

Attitude

- Identification with Greenpeace goals and belief in Greenpeace values.

Specific work environment

- Work outside normal office hours will be required, with travel as necessary.

Required skills, knowledge and abilities

- Knowledge and/or experience in managing volunteers
- Demonstrated ability in developing volunteer structures
- Achievement in empowering and developing people through community mobilisation planning
- Achievement in growing engagement in campaigns
- Knowledge and/or experience in database management
- Awareness and knowledge of local and/or regional socio-economic and political environment (as they relate to Greenpeace's Energy Transition campaign)
- Understanding of the media advocacy needs of a campaigning organisation
- Knowledge and/or experience in engagement (digital mobilisation of people)
- Knowledge and/or experience in event management and/or logistics and planning
- Excellent written and verbal communication skills
- Proficient tech skills

Key Behavioural Competencies

1. Achievement

- A high level of personal ambition and a drive to deliver agreed goals. Sets goals for self and others, takes sustained action in the face of obstacles. Proactively seeks out relevant tasks when the current task is completed.

2. Empowering and Inspiring Others

- An understanding of how to inspire action in others - Empowers people and strives to bring out the best in them. Enables employees to translate vision into action and creates an environment in which people feel valued, motivated and challenged.

3. Collaborative Approach

- Helps others to achieve their best and contributes to joint objectives. Develops cooperation and teamwork while participating in a group of people, working toward solutions that generally benefit all involved parties.

4. Identification with Greenpeace goals and supportive of Greenpeace values

- Deep understanding of and commitment to Greenpeace's Core values, and a passion for delivering Greenpeace's mission.

5. Interpersonal Relationships

- Ability to build and maintain strong interpersonal relationships - develops and maintains effective relationships with others in order to encourage and support effective communication and teamwork. Builds and maintains ongoing, collaborative, working relationships to achieve organisational goals.

6. Ability to Support and encourage risk taking

- Appreciation of risk-taking in the context of an action-oriented organisation

7. Being a role model for accountability and straightforwardness

- High sense of personal accountability and the ability to hold others accountable.

8. Commitment to learning

- Gaining insight into one's own strength and weaknesses; initiates actions to increase or improve one's knowledge, skills and competencies to work more effectively.