

JOB DESCRIPTION

Role:	Assistant Network Coordinator/Organiser
Department:	Program
Grade:	7
Date reviewed:	November 2016
Responsible to:	Deputy Program Director (Engagement)
Direct Reports:	Nil- <i>works closely with contractors, interns and volunteers</i>)

Overall purpose of the role

The Assistant Network Coordinator is responsible for supporting the development and maintenance of the Greenpeace Australia Pacific Network. This role aids the Network Coordinator in 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. The role requires a mix of mobilisation and organising skill sets - expanding the pool of Greenpeace offline action takers and supporting our emergent local action groups.

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.

Greenpeace's goal is to ensure the ability of the earth to nurture life in all its diversity.

Greenpeace drives 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 dynamic strategies to develop and grow the physical Greenpeace Australia Pacific Network
- Coordinate defined projects that contribute to the implementation of agreed network growth and development strategies
- Identify campaign opportunities that can build GPAP network

- Participate in campaign projects as required
- 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 leaders. Engage them in the plan so that they have ownership of projects/tasks
- Apply online engagement techniques
- Identifying gaps and areas for growth opportunity within the current network
- Develop and implement network organising plans
- Develop and implement individual supporter leader development and growth plans
- Strive to find new and better ways of organising volunteers and increasing the capacity of the network to deliver more activity through leadership-development.

3. Communication

- Articulate the vision of campaign plans to supporter teams
- Oversee communications with volunteers through face to face, social media, phone and CRM tools
- Represent GPAP and the Engagement team with relevant GPI departments and stakeholders
- Maintaining content on relevant sections of the website.

4. Training and Development

- Educate the supporter base and leaders
- Track volunteer development and activity
- Implement a variety of training programs practices to build the volunteers and activist skills needed to undertake effective campaign activities
- Oversee the development and management of a coordinated network of activists and volunteers across the Australia/Pacific region

5. Finance and Budgets

- Manage project budgets and expenditure as directed by the Program Director.

6. Reporting

- Provide transparent and effective reporting of campaign strategy, approach, implementation and progress
- Prepare regular reports for Deputy Program Director (Engagement) and Program Director as required.

Attitude

- Identification with Greenpeace goals and belief in Greenpeace values.

Specific work environment

- Based in the Greenpeace Australia Pacific office in Sydney
- Work outside normal office hours may be required, with national and international travel as necessary.

Required skills, knowledge and abilities

- Professionalism, in particular knowledge of current Greenpeace campaigns
- Achievement in growing engagement in campaigns
- Knowledge and/or experience in database management, (experience with Razor's Edge and/or Engaging Networks a plus)
- Knowledge and/or experience in e-mailing
- Knowledge and/or experience in event management
- Knowledge and/or experience in managing volunteers and developing volunteerism
- Awareness and knowledge of local and/or regional socio-economic environment
- Understanding of the media advocacy needs of a campaigning organisation
- Knowledge and/or experience in (at least) one of the Greenpeace campaign themes
- Knowledge and/or experience in engagement (mobilisation of people)
- Knowledge and/or experience in event management and/or logistic and planning of (international) meetings
- Skills in written and verbal communication
- Knowledge and/or experience in the use of Microsoft office software
- Achievement in empowering and developing people through community mobilisation planning

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.