



## AUSTRALIAN CONSERVATION FOUNDATION

Change today for  
a sustainable future

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### ACF Volunteer Position Description – TCRP Local Coordinator

#### About the Australian Conservation Foundation

The Australian Conservation Foundation (ACF) is committed to inspiring people to achieve a healthy environment for all Australians. For over 40 years ACF has been a strong voice for the environment, promoting solutions through research, consultation, education and partnerships. ACF works with the community, business and government to protect, restore and sustain our environment.

#### Volunteer Responsibilities:

The volunteer (Local Coordinator) will take on a role as a coordinator in their region, helping keep Climate Leaders better connected and maintaining regular contact with the Climate Reality team.

#### The main tasks of the volunteer may include:

- Being first point of contact for your Climate Leaders.
- Participation in a monthly Local Coordinator teleconference with us, or catching up with us personally if you can't make it.
- Facilitation and logistical support at the Climate Reality catch ups (approx. 3 per year).
- Organising an additional 3 face to face catch ups with your Climate Leaders throughout the year.
- Identification of opportunities to collaborate on external projects or projects where there may be crossover.

Your responsibility is ultimately to ensure that the roles outlined above are happening, however **you will be more than welcome to delegate these tasks to other Climate Leaders.**

This leadership role is about supporting others to generate ideas and find answers for themselves rather than being prescriptive.

#### Hours:

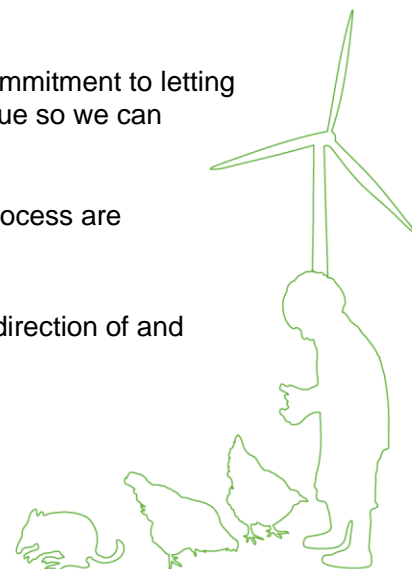
We imagine the role will involve approximately 10 days' worth of work throughout the year. These hours can be fulfilled entirely flexibly according to your schedule. We will work with you to find dates/times to hold Climate Reality catch ups, and the additional catch ups can be held whenever works for you.

#### Duration:

We ask for a commitment to undertaking the role to the end of 2015 (and a commitment to letting us know as far in advance as possible if you feel that you are unable to continue so we can transition the role).

**Volunteer program:** Material about ACF volunteer terms and the induction process are available separately from the relevant supervisor.

**Direction and Contact:** The volunteer will be asked to carry out work on the direction of and report to Julia Earley and/or Adam Majcher (The Climate Reality Project).





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**Opportunities:** We also commit to providing you with various tools to enable you to do the job as best you can.

We will provide:

- Heightened personal support
- Budget for food/drinks at catch ups you organise
- Training opportunities, such as facilitation training

In the event of any conflict or issues, we will also provide:

- Personal support
- Conflict resolution process

We recognise the huge contribution that you will be making as a coordinator, and want it to be clear that your efforts will be enormously appreciated.