

Community Organiser - Greater Dandenong (Identified Position) Position Description



JOB OVERVIEW

TITLE	Community Organiser - Greater Dandenong (Identified Position)
REPORTS TO	Organising Program Manager
LOCATION	60 Leicester St, Carlton with flexibility to work from home as needed
SALARY	EV level 3 or 4, dependent on prior skills (see different performance measures below) Starting rates are: EV3 \$35.91/hour (\$70,958 pro rata/annum) or EV4 \$40.82/hour (\$80,660 pro rata/annum) plus superannuation and generous leave conditions
STATUS	Permanent, part time role 0.8 FTE (4 days per week), pay is pro rata

Please note: This is an identified role for Aboriginal, Torres Strait Islander peoples and people of colour. The role will include participation in the Climate Justice Program run by Democracy in Colour. The Program offers on-the-job training, mentoring and leadership development for people of colour working on campaigns for climate justice.

WHO WE ARE

Environment Victoria is one of Australia's leading not-for-profit environment groups, with a strong history of running strategic, people-powered campaigns to take action on climate change and improve environmental protections. Our campaigning is solutions-based, founded on research and aims to build enduring community power.

Our team of around 25 staff is nimble, creative and fun. We strive for justice, equity, diversity and inclusion in our work and are committed to building, and supporting, a team of staff and volunteers that mirrors the Victorian community in which we work.

Our community organising program is building a people-powered movement to stop environmental degradation and move to a zero-carbon economy fairly, with impacted communities front and centre.

WHO YOU ARE

You are motivated, hard-working and passionate about helping people get active for positive change. You care about centering people facing injustice or whose voices are not



being heard. You understand your community's history and strengths and what people care about. You want to be part of a diverse movement that includes us all.

THE ROLE

The Community Organiser - Greater Dandenong role is an exciting new position that will deepen our relationships and impact in this part of Melbourne's south-east, building on the work of our existing base of volunteers and allies.

The role will support the leadership and participation of people from ethnically and culturally diverse backgrounds in driving solutions for a faster and fairer transition off fossil fuels. For this reason, and in recognition of the under-representation of diverse voices in climate solutions and leadership, this is an identified position for First Nations people or people of colour.

In taking on the role you will be joining a skilled and supportive team of community organisers working across different parts of Victoria to grow our network of community leaders and active volunteers.

ACTIVITIES

You will reach out to leaders and community members from culturally and ethnically diverse constituencies in the Greater Dandenong region. You will build relationships and draw out motivations and ideas for local solutions to drive climate action, starting with where they're at and the issues that matter to them today.

In the first year, your activities will fit within our Clean Energy for All campaign, with a focus on the transition from polluting and expensive gas to electric appliances powered by renewable energy. Your job will be to support the development of community-led solutions and effective advocacy in this space. You will be guided by a project plan that you will help to develop with advice and input from colleagues, allies and local volunteers.

On any given day you may be attending local events, talking with community leaders, hosting roundtable discussions or coordinating engagement actions like community surveys. You will be supported to reflect and plan for local approaches that you think will work best to engage key leaders and constituents in the region.

The role will also involve:

- Recruiting and leading volunteers to deliver local activities, like events and market stalls.
- Representing Environment Victoria at local events and holding relationships with key local stakeholders (eg MPs, councillors, journalists, community leaders).



- Contributing to EV's ongoing campaign and power-building strategy, tactic development and planning as needed, especially bringing insights and information from the Dandenong region.

The successful candidate will be offered a place in Democracy in Colour's Climate Justice Program. You will also be supported with opportunities for guidance from people of colour organisers and campaigners.

Performance measures

There is some flexibility to adapt this role to an EV3 Community Organiser level or an EV4 Senior Community Organiser level, depending on the prior skills you bring. The two levels have different expectations, expressed in the different indicative performance measures listed below.

Please specify which level you are applying for in your application.

EV3 performance measures

- Meeting goals of the project plan and helping shape its next phase.
- Strong relationships built with key community leaders, allies and volunteers, with support.
- Successful coordination of local engagement activities, with strong input into design and evaluation.
- Recruiting volunteers and building their capacity.
- Effectively representing Environment Victoria at local events and in interactions with key local stakeholders, media and/or government representatives, with support.
- Bringing insights, lessons and stories from the Greater Dandenong region into EV's broader campaigning and power-building activities, as needed.

EV4 performance measures

- Meeting goals of the project plan and leading on shaping its next phase, including scoping the development of a local alliance to further shared goals.
- Strong relationships built with key community leaders, allies and volunteers.
- Successful design, coordination and evaluation of local engagement activities.
- Recruiting volunteers and building their capacity, including leading on skills training, coaching and local volunteer support structures.
- Effectively representing Environment Victoria at local events and holding relationships with key local stakeholders, media and/or government representatives
- Proactively bringing insights, lessons and stories from the Greater Dandenong region into EV's broader campaigning and power-building activities.



SELECTION CRITERIA

At Environment Victoria, we value learning and don't expect you to be an expert at everything. If you fit a few, but not all of the below attributes, we encourage you to apply!

1. Connections to the Greater Dandenong region in south-east Melbourne.
2. Understanding of local dynamics, networks and issues affecting at least one culturally and ethnically diverse community in the region.
3. Experience as a community organiser or in a paid or volunteer role that brings people together around a shared purpose, through eg. one-on-one conversations, community group meetings, bigger events or other related activities.
4. Ability to listen deeply and connect with people from different walks of life.
5. Project planning skills.
6. Passion for social justice, climate action and environmental protection.

It would be a bonus if you have experience in the following:

7. Leadership development and coaching.
8. Building partnerships between local groups to work on a common goal.
9. Using online databases to keep track of volunteers.

TERMS AND CONDITIONS

The position is a permanent part-time 0.8FTE (4 days a week) position. Melbourne based.

This position will be classified as either EV3 or EV4 dependent on prior skills of the successful candidate and the level of responsibility and performance expectations adjusted accordingly.

EV3 has a commencing pay point of \$35.91/hour (\$70,958 pro rata/annum) and EV4 has a commencing pay point of \$40.82/hour (\$80,660 pro rata/annum). Both have an annual progression as defined in the Environment Victoria Enterprise Agreement. The Agreement also provides for employees to commence at a higher pay point in limited circumstances where they can demonstrate they have recently been performing equivalent work.

- Environment Victoria is strictly non-partisan and an equal opportunity employer
- Environment Victoria staff are required to operate in a manner consistent with organisational policies.
- After-hours and weekend work will be required and is covered by flexi time and time-off-in-lieu provisions.
- Applicants must have the right to work in Australia, including valid, appropriate visa where applicable.
- Applicants are expected to hold a current Victorian Driver's License.



The Environment Victoria Enterprise Agreement provides exceptional entitlements including more than 5 weeks of annual leave, generous parental leave conditions and sector leading measures to tackle the gender super gap.

Please note: This is an identified role for Aboriginal, Torres Strait Islander peoples and people of colour. People with disability and LGBTIQ+ people are encouraged to apply.

REPORTING

The successful applicant will report to the Organising Program Manager and work within the Community Organising team.

HOW TO APPLY

To apply for this position please submit the following:

- A cover letter explaining your interest in the role and how you meet the key selection criteria (maximum 2 pages).
- Please also specify if you are applying as EV3 or EV4 level.
- A current CV, including names and contact details of 2 referees (maximum 2 pages).

Please email your application to admin@environmentvictoria.org.au

Applications close 9am Thursday June 15th

This role will commence in July 2023.

All applications received will be screened to ensure they include the requested information in the appropriate format. Applicants will be advised if they have submitted an invalid application enabling them to resubmit before applications close.

*For questions not addressed by the position description, contact our Community Organising Program Co-Manager, Taegen Edwards on 0438 787 026 or admin@environmentvictoria.org.au using the subject line: **Community Organiser – Greater Dandenong (Identified Position) enquiry via EthicalJobs.***

