

# VACANCY

## Campaigns Team Coordinator

### Position Description

This is a volunteer position.

**Your role:** To advocate for changes to legislation, lobby for specific outcomes, educate decision makers, the press and the public, and, when necessary, undertake direct action.

### Your reward!

- Playing a critical role in the effectiveness of the peak environment group on the Gold Coast
- Satisfaction of positively influencing the future state of the environment
- Helping to present a strong positive ecological message to the public and making the public aware of environmentally sensitive issues
- Working with a variety of committed people
- Learning new skills

**Hours:** The hours worked are flexible in both time and place of work but your availability should be at least 15 hours per week.

**Supervision:** The Campaigns Coordinator reports to the Management Committee.

### The job:

- Identify and prioritise campaigns appropriate to Gecko's area of influence and in accordance with Gecko's strategic plan.
- Provide to the Management Committee information and advice on development of policy in relation to a campaign.
- Manage volunteers to undertake relevant research for campaigns.
- Establish and maintain networks in the environment movement, the community, business and government sectors.
- Lead and coordinate campaigns and support campaign volunteers.
- Establish and maintain campaign administration and filing systems.
- Represent Gecko policy on campaigns in the media and other relevant forums.
- Develop a campaign budget in liaison with the Treasurer.
- Provide a monthly and an annual report on campaign progress.
- Liaise with QCC and other Regional Conservation Councils throughout Queensland.

### Ideal skills and qualities required:

- Demonstrated commitment to and knowledge of environmental issues, policy and legislation in the Gold Coast region, or ability to obtain same.
- Demonstrated knowledge of environmental issues, policy and legislation at Regional, State and National levels, which impact on the Gold Coast region, or ability to obtain same.
- Knowledge of the structure and functions of the environment movement and Gecko's role in that movement.
- Sound leadership and organisational skills to coordinate a campaign and support campaign workers.
- Computer literacy and excellent verbal and written communication skills.
- Good networking skills.
- Knowledge of and skills in working with local and state-wide media.
- An ability to be self-directed and to work both independently and as the member of a team.

### Comments from previous Campaigns Coordinator:

"This position is rewarding and at the same time challenging. The work is varied and interesting and an integral component of Gecko's mission. You will be given support and advice from experienced Gecko members. A major part of the position is to educate the community in environmental issues, and liaise with the community, government departments, the media and conservation networks". Irene Wareing.