

## STOP ADANI CONVOY RALLY ORGANISER - MELBOURNE

REPORTS TO: Campaign Manager

KEY RELATIONSHIPS: BBF campaigns team, volunteers, external organisations

LOCATION: Working from home, located in or near Melbourne

EMPLOYMENT BASIS: Casual (three days per week), 5-week contract

AWARD CLASSIFICATION: Social, Community, Home Care and Disability Services Industry Award 2010, Level 3.1

REMUNERATION: \$36.14 per hour including casual loading, plus employer funded superannuation of 9.5%

START DATE: Immediate start

Bob Brown Foundation is looking for experienced organisers who will be excited to mobilise citizens to attend Stop Adani rallies, in parallel with the Stop Adani Car Convoy that will travel from Hobart to Canberra via the Galilee Basin in April / May 2019. The organiser will be willing to commit to taking Action for Earth.

About the role: Bob Brown Foundation is looking for an enthusiastic person to join our Stop Adani car convoy team. This person will organise the Stop Adani rally in Melbourne that coincides with the departure of the convoy. The role will ensure members of the public are mobilised in support of the campaign to Stop Adani and attend the rally. The role will support Bob Brown, the Campaign Manager and Stop Adani Car Convoy Organiser and will include building and organising a team of volunteers to achieve a successful rally.

### **Key Responsibilities**

1. Organise a Stop Adani rally that coincides with the departure of the Stop Adani Car Convoy out of Melbourne.
2. Logistics management of the rally, including PA, stage and venue hire.
3. Coordinate volunteers to assist with the successful operation of a rally.
4. Work within a budget.

### **Selection Criteria**

1. Demonstrated experience in rally and/or event organisation, planning and implementation
2. Experience in volunteer coordination and management
3. Excellent organisational skills, attention to detail and effective time management skills
4. Proven ability to work within a budget
5. Experience in grassroots environmental or social justice campaigns
6. Comfortable working independently as part of a remote team and communicating over videoconferencing, phone and messaging programs
7. Strong written and oral communication skills
8. Ability to work effectively as part of a team, showing consideration and respect for the different working styles of other staff and volunteers
9. High level of computer literacy
10. Ability to provide a police check and Working with Children Check

Applications should be addressed to Jenny Weber, BBF Campaign Manager email [jenny@bobbrown.org.au](mailto:jenny@bobbrown.org.au)

For more information phone: Jenny Weber 0427 366 929

APPLICATIONS CLOSE: Friday 8 March.