



Local Leadership Opportunity

Position Title:	Local Group Project Officer
Type of Position:	Volunteer
Time Required:	Varies, but on average a minimum of 5 hours per month
Minimum period:	Flexible, but preferably for at least 12 months
Location of position:	Work from home or from the SEE-Change Office in Downer
Reports to:	Executive Officer
Role, project overview and purpose:	<ul style="list-style-type: none">• The intention of this role is to work with the SEE-Change local group convener to organise and coordinate activities for the local group.• Currently SEE-Change has local groups in Belconnen, Inner North, Inner South and Woden. These local groups have a convener who organises regular meetings and facilitates discussions for the local group, along with members who create and lead activities.• We would like to strengthen the local groups and have more activities being created and implemented by local groups. These activities vary depending on what is of interest to the local group.
Key responsibilities and tasks:	<ul style="list-style-type: none">• Work with the SEE-Change local group convener to organise and coordinate activities for the local group.
Skills, experience and attributes:	<ul style="list-style-type: none">• Excellent oral communication skills.• The ability to work independently and in a team.• Knowledge and understanding of sustainability issues is desirable, particularly an understanding of SEE-Change.• A willingness to learn is essential.• An active interest in engaging with people and managing projects.
Training that will be provided by SEE-Change:	<ul style="list-style-type: none">• Training and guidance in project management will be provided.• On-the-job training to familiarise with SEE-Change activities and projects.
Benefits for the volunteer:	<ul style="list-style-type: none">• SEE-Change operates within an emerging sector, so your contribution will put you on the front line of change-making in Canberra.• Your leadership role within SEE-Change will provide you with the opportunity to develop transferable skills and experience, such as developing schedules, coordinating and project managing activities, and motivating and teaching others.
Benefits to SEE-Change	<ul style="list-style-type: none">• Your contribution will be an integral part of SEE-Change operations, enhancing the effectiveness of everything we do.• You will also free the Executive Officer to concentrate on other areas of operations such as project development and member engagement.



SEE-CHANGE

COMMUNITIES CREATING A SUSTAINABLE CANBERRA

VOLUNTEER AGREEMENT	
Name of the volunteer:	
Start date:	
End date:	
Hours and days agreed to per week:	
Learning needs:	
Any other training required (please describe):	
Any other special conditions (please describe):	
Mentor:	
Volunteer signature:	
Executive signature:	
Date:	
Date of review:	
Last person in position:	
Last person's learning insights and tips:	