



## Local Leadership Opportunity

<b>Position Title:</b>	Member Engagement Officer
<b>Type of Position:</b>	Volunteer
<b>Time Required:</b>	Varies, but on average a minimum of 2 hours per fortnight
<b>Minimum period:</b>	Flexible, but preferably for at least 6 months
<b>Location of position:</b>	Work from home or from the SEE-Change Office in Downer
<b>Reports to:</b>	Executive Officer
<b>Role, project overview and purpose:</b>	<ul style="list-style-type: none"><li>• The intention of this role is to increase SEE-Change engagement with its members to support greater participation and training to best utilise member's skills and expertise in areas of their interest.</li><li>• Currently SEE-Change members receive a welcome letter with a list of discounts when they join, a weekly newsletter update about sustainability in the ACT, a monthly local group meeting invite and a reminder when their membership is due for renewal.</li><li>• We would like to strengthen our engagement with current SEE-Change members, increase the number of renewing members and increase the number of new members, as this strengthens the diversity of skills in SEE-Change, and it brings new ideas, social interaction and perspectives to SEE-Change and the community.</li></ul>
<b>Key responsibilities and tasks:</b>	<ul style="list-style-type: none"><li>• Coordinate with SEE-Change local groups to engage existing members and people on SEE-Change email lists through telephone conversations.</li><li>• Coordinate with SEE-Change local groups to engage new members and people attending events.</li></ul>
<b>Skills, experience and attributes:</b>	<ul style="list-style-type: none"><li>• Excellent oral communication skills.</li><li>• Ability to work independently and in a team.</li><li>• Knowledge and understanding of sustainability issues is desirable, particularly an understanding of SEE-Change.</li><li>• A willingness to learn is essential.</li><li>• An active interest and experience in engaging with people via telephone conversations.</li></ul>
<b>Training that will be provided by SEE-Change:</b>	<ul style="list-style-type: none"><li>• Training and guidance in effective telephone conversations will be provided.</li><li>• On-the-job training to familiarise with SEE-Change activities and projects.</li></ul>



# SEE-CHANGE

COMMUNITIES CREATING A SUSTAINABLE CANBERRA

<b>Benefits for the volunteer:</b>	<ul style="list-style-type: none"> <li>• SEE-Change operates within an emerging sector, so your contribution will put you on the front line of change-making in Canberra.</li> <li>• 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.</li> </ul>
<b>Benefits to SEE-Change</b>	<ul style="list-style-type: none"> <li>• Your contribution will be an integral part of SEE-Change operations, enhancing the effectiveness of everything we do.</li> <li>• You will also free the Executive Officer to concentrate on other areas of operations such as project development and member engagement.</li> </ul>
<b>VOLUNTEER AGREEMENT</b>	
<b>Name of the volunteer:</b>	
<b>Start date:</b>	
<b>End date:</b>	
<b>Hours and days agreed to per week:</b>	
<b>Learning needs:</b>	
<b>Any other training required (please describe):</b>	
<b>Any other special conditions (please describe):</b>	
<b>Mentor:</b>	
<b>Volunteer signature:</b>	
<b>Executive signature:</b>	
<b>Date:</b>	
<b>Date of review:</b>	
<b>Last person in position:</b>	
<b>Last person's learning insights and tips:</b>	