



Climate Conversations National Program Manager

Position Description

Employer:	Climate for Change
Job Title:	Climate Conversations National Program Manager
Responsible to:	CEO
Location:	Melbourne CBD
Work Type:	Part time (0.8 FTE, 4 days per week)
Engagement type:	6 month contract with possibility of extension subject to funding
Start date:	Monday 8 April 2019
Salary:	\$58,000 p.a. plus super (pro rata)

This is an exciting opportunity for someone with passion, commitment and drive to make a big difference to the way Australia responds to climate change.

Minimum commitment is 6 months with the intention to extend this position subject to further funding. Our ideal candidate would be willing and able to commit to this position at least until the 2022 federal election.

About Climate for Change

Climate for Change (C4C) is a volunteer-powered not-for-profit based in Melbourne. Our mission is to create the social climate in Australia for real action on climate change.

We know our leaders, political and otherwise, will not do what is needed on climate change without a critical mass of Australians demanding and supporting such action. We know the majority of Australians do support action on climate change, but this support is passive and easily displaced by issues that people feel closer to, less confused about and more able to act on. We know one of the best ways to create deep and active commitment is through conversations with people we trust.

C4C aims to bring climate change to the forefront of public concern by: engaging in conversation people who are sympathetic to action, but not yet engaged with or active on the issue; then inspiring and supporting them to take effective action and to have meaningful conversations with their family and friends about climate change.

We are the only organisation in Australia dedicated to supporting people to have more effective conversations about climate change.

Further information is available at our website: www.climateforchange.org.au.

About Climate Conversations

Climate Conversations is our flagship program. It has adapted the 'Tupperware party' model of small gatherings in people's homes, each of which generates at least one more. This is a unique model within the climate movement that allows both deep engagement and exponential growth.

Climate Conversations began in 2016 with a small group of volunteer Facilitators. Since then we have supported hundreds of volunteers to facilitate almost 700 Conversations reaching over 6000 people. Our current team comprises over 80 active volunteer Facilitators, including 11 Mentor Facilitators, who are located mostly in Melbourne, but also in other Victorian locations and in Queensland.



About the Role

We are looking for someone who is passionate about and committed to Climate for Change's mission and work.

In this role you will:

- continue to support our existing volunteers to facilitate Climate Conversations;
- work with our Strategic Working Group to develop a strategic plan that will maximise the impact of our Climate Conversations over the next three years and towards the 2022 federal election; and
- work with our CEO and the Climate Conversations program team to review the past three years of our Climate Conversations program then adapt the content, structure and/or processes to improve its reach and effectiveness in line with the strategic plan.

We are recruiting based on existing funding for 6 months. We are, however, currently seeking further funding in order to execute the strategic plan and deliver Climate Conversations for a further three years or more. Subject to that funding, we are looking for someone that can oversee that execution and delivery, enabling the program to reach its full potential, over that time.

This position is currently funded for 4 days per week over 6 months. There is a possibility of that increasing to full-time, subject to further funding. Working hours can be flexible.

Reports:

In this role, you will manage the following staff members:

- National Assistant Program Manager (part time)
- *Victoria Team Leader (part time)**
- *Victoria Facilitator Trainer (casual)**

Key Relationships:

- CEO and Executive Assistant
- Assistant Program Manager
- Conversation facilitators (volunteer)
- Communications Officer
- *Queensland Team Leader (volunteer)**
- *Queensland Facilitator Trainer (volunteer)**
- *Mentor facilitators (volunteer)**
- *Prospective volunteer facilitators**

** Should funding be secured, then the relationships with an asterisk will likely come into effect from 2020*

Key Responsibilities

Strategy Development

- Working with a Strategic Working Group to determine C4C's strategic purpose and direction, including developing a high level plan to achieve them
- Setting goals and objectives for the Climate Conversations program within that organisational strategy
- Developing a detailed plan to reach program goals and objectives
- Communicating the goals, objectives and plan to program staff and volunteers
- Expanding and/or refining the program's target audience



Program Delivery

- *Recruiting program staff, hosts and volunteer facilitators**
- *Training of program staff and facilitators**
- Developing and delivering an ongoing support structure, processes and content
- Working with program staff to develop program content and collateral, processes and administration
- Designing and implementing effective program evaluation

Stakeholder engagement

- Writing and/or reviewing internal team communications (and external, where necessary)
- Supporting Program Staff, Team Leaders, Mentors and key volunteers
- Managing relationships with partner organisations
- Where required, liaising with other relevant organisations so as to maximise C4C's effectiveness/collaboration within the broader climate movement

Ongoing Evaluation

- Collecting and interpreting program data (e.g. themes from the ongoing training, facilitator reflection forms and the closed facilitator Facebook group)
- Determining the overall effectiveness and 'health' of the Climate Conversations program in the long term
- Refining the resources and support structure, both via direct feedback and by identifying common themes that arise from various stakeholders

** Should funding be secured, then the responsibilities with an asterisk will likely come into effect from 2020*

Key Selection Criteria

Skills and abilities you can already demonstrate

- **Planning, executing, monitoring and reporting on programs**
- **Managing yourself and others**
- Leading, taking initiative, being resourceful and resilient
- Fostering collaborative relationships using your highly developed interpersonal skills
- **Effectively prioritising a high workload and coordinating competing tasks**
- Thinking both tactically and strategically
- **Operating both analytically and intuitively in an environment requiring effective and quick decision-making**
- **Producing, reviewing and tailoring internal and external communications in both written and oral form**
- **Employing an organised mind and focusing efforts toward strategic objectives**
- **Being flexible within a fast-paced working environment and adapting to change**
- **Recruiting, supporting and engaging staff and volunteers**

Additional skills and abilities we desire

- Managing end-to-end program evaluation or impact assessment
- Designing and/or delivering behaviour change and/or community organising programs
- Negotiating and forging partnerships between organisations
- Managing information, events and contacts via Google Suite, NationBuilder and Airtable



Qualities and Strengths:

- Purpose-driven: committed to Climate for Change's mission and work
- Desires honest communication between colleagues: what's working or not working, what's possible and how things are tracking
- Self-motivated
- Ability to be both innovative and procedural
- Ability to consider both the bigger picture and the detail
- Patient: actively listens to different perspectives

To Apply

Please complete the following:

- A cover letter
- A short CV (no more than 2 pages)
- A [National Program Manager Application Form](#)

Email all three documents to Zey Basarin (zey@climateforchange.org.au) using the subject line: **National Program Manager application via EthicalJobs.**

The application close date will be **midnight, Sunday 3 March 2019** however, applicants will be considered as they apply and the position may be filled upon finding a suitable candidate.

Please note that due to limited resources, we will only be able to contact applicants who progress to the interview stage.