



RECOGNISE Field Team Job Description

Field Leader

**Would you like to work on a once in a generation campaign?
Can you organise, motivate, and lead volunteers to take action?**

Title and Details

Title: Field Leader

Reporting to: National Field Team

Start Date: Sept / Oct 2016

Salary: \$75,000 - \$82,000 inc. Super

Locations: Melbourne, Adelaide, Perth, Hobart, Thursday Island (Torres Strait). Sydney, Darwin, and Brisbane positions are filled. We hope to bring on more locations next year. If you are in a different city or regional centre and this job interests you, feel free to get in contact with us about future opportunities.

Organisation Background

RECOGNISE is the movement building community awareness and understanding about the need to recognise Aboriginal and Torres Strait Islander peoples in the Australian Constitution and to deal with racial discrimination in it.

More than 298,00 Australians from all walks of life have already declared their support to recognise the First Australians in our founding document and to fix the racial discrimination that still exists in it today.

Aboriginal and Torres Strait Islander people from across the country have strongly advocated for recognition and reform for decades. Now, we need Australia's best leaders to join our team and build awareness and understanding of the major issues and perspectives. This way we can ensure as many Australians as possible are engaged and informed about the principles of recognition and racial non-discrimination, the referendum process, and the proposals being considered. The more informed people are, the more likely a national vote will reflect the true will of the people.

RECOGNISE is part of Reconciliation Australia (RA), an independent, national not for-profit organisation promoting reconciliation by building relationships, respect, and trust between the wider Australian community and Aboriginal and Torres Strait Islander peoples.

Field Team Background

RECOGNISE is a fast growing team of creative and dynamic professionals who are passionate about creating a better country for all Australians. We are united and driven by our determination to recognise the First Australians and to deal with the racial discrimination in our nation's founding document. We believe change is possible and we are working to ensure the best possible outcomes.

Campaign work is fast-moving and ever-changing. We are looking for passionate and committed people who are generalists and who can constantly learn new skills and adapt to new conditions. We work in collaborative and overlapping teams spread out across the country. We are a diverse, inclusive, and hard working team committed to getting results.

[Not sure what a field campaign is like? Check out the Obama field team video that follows a volunteer's journey over the last 100 days of the campaign.](#)

Our Field Team is currently recruiting for a number of leadership positions across the country. The team's goal is to rapidly grow the movement on-the-ground through volunteer driven community events, face-to-face conversations, phone calls, and online one-to-one discussions.

We are looking for people that are confident in forming and leading diverse teams of Indigenous and non-Indigenous people to raise awareness and understanding of constitutional recognition and reform. This means hiring, training, and organising a small team of paid staff as well as hundreds of volunteers. Key responsibilities will include supporting team members and volunteers to run events, door-knocks, call centres, and digital chat centres that reach tens of thousands of people and potential supporters. This will be an exciting and fast-paced part of the campaign that will be crucial to our overall success.

People with a background in campaigning, advocacy, communications, and/or marketing would be well suited to the roles. However, smart and creative generalists who can lead and organise others and are keen to learn quickly are also encouraged to apply.

Role / Purpose

As a Field Leader, you will lead a volunteer powered community engagement initiative across your city or region. Your mission will be to build community level awareness and understanding about the need for the constitutional recognition of Aboriginal and Torres Strait Islander peoples and the need to deal with the racial discrimination.

As a Field Leader, you will recruit and train hundreds of volunteers to help raise awareness, inform people, and grow the movement for change. You and your team of volunteers will achieve your goals by organising action events, signing up supporters, posting on social media, and having face-to-face, phone, and online



conversations with tens of thousands of Australians. You will also run a field office and make it a safe and energising home for the campaign and its volunteers.

Key Clients (people you will work with)

- National Field Leaders (internal – they support you)
- Other Field Leaders across the country (internal – they work alongside you)
- Volunteer Team Leaders and Members (internal – you support them)
- The public in your region (external – you will have conversations with them)

Responsibilities

- Personally recruit 10+ volunteer team leaders.
- Oversee recruitment of hundreds of volunteers by volunteer team leaders.
- Facilitate teamwork by leading a self-organising team that communicates and collaborates effectively.
- Foster a fun and engaging team culture that excites volunteers.
- Train volunteer leaders, and volunteers through bi-weekly dedicated training sessions and through weekly pre-event training sessions.
- Organise weekly volunteer action events (phone banks, door knocks, street or workplace engagements).
- Report daily on your office's campaign activity and progress on goals.
- Budget/manage daily cash flow to ensure your team is financially sound.
- Contribute to strategy and innovation by creating new ideas and process that can increase awareness, supporters, donors, and volunteers.

Competencies

- Experience developing or implementing communications, marketing, community, political, or advocacy campaigns.
- Experience organising/managing projects, products, programs, or events.
- Experience hiring, training, and leading teams and while demonstrating excellent interpersonal skills and emotional intelligence.
- Experience organising and working with volunteers.
- Excellent oral and written communications skills.
- Ability and desire to learn about and engage with Aboriginal and Torres Strait Islander peoples, communities, and issues.
- Ability to be self-directed, to self-manage, and to work autonomously and proactively.
- Ability to work in a transparent environment and show your work in progress.
- Ability to work with candour and be frank to ensure honest and straightforward working relationships.
- Ability to have a growth mindset, and always be interested in learning new things.

- Desire to take responsibility and be accountable for your actions and decisions.

Team Principles

- Be a team player - thoughtful team players working together in creative collaboration produce the best work. We spend valuable time figuring out how to work best with each other.
- Show your work - work out loud, share your working documents, and tell people what you are doing. Don't be afraid of people judging your unfinished or unpolished work. Sharing your work-in-progress leads to quicker progress and better outcomes overall.
- Seek advice and make decisions - everyone has the authority to do what they think needs to be done, as long as they've sought the advice of teammates who are affected.
- Be frank - speak up, talk straight, be candid, don't be scared to respectfully and kindly challenge others views. Creative tension breeds innovative ideas and is crucial for quality collaboration.
- Know what's confidential – sometimes it's better to keep information private. Ensure you understand what's public and what's not.
- Express your (whole) self - bring your unique creativity to every aspect of your work. Bring all of yourself to work, be yourself in the most genuine way.
- Be responsive and experiment - make efforts to understand the complex and shifting social and political environment, test lots of new ideas, and make adjustments accordingly.

Benefits of Working with Us

- Purpose and meaning - work for an organisation that is part of a movement to make history.
- Pace and results - work in a fast-paced environment focused on getting things done.
- Autonomy and accountability - work in an empowered team and self-manage your workflow and relationships with others. Own and be responsible for your work.
- Learning and development - work in an organisation that's constantly sharing information and knowledge in order to get better.
- Collaboration and balance - work across teams, share your work, and get a sense of all the different aspects of the campaign.

Unique Opportunity for People Already Employed

If you are currently employed, you might be able to keep your current job and work with us for a defined time period. With our support, you might be able to negotiate a secondment where you can work with us (possibly at or close to your current salary, until the campaign is successfully completed). You can be a part of this historic change and then you can go back to your current job! Win-Win. This is more likely to



be possible if you work for one of our many [partner organisations](#). Talk to your manager, or contact us, about this opportunity.

How To Apply

Applications will remain open in all cities even if the current positions are filled. We will keep accepting applications as we hope to expand the field team if more resources become available. Please express your interest if you would like to be involved. We will get back to you quickly about where the Field Team is at in terms of its roll out.

If this role interests you, please send through your application by completing a detailed cover letter summarising why you would like to work with Recognise and how your skills and abilities will make you ideal for the role.

This Job Description outlines the responsibilities of the position and the competencies required to do the job well. You are not required to address these competencies directly, however, please consider them when preparing your cover letter. Please also attach your CV with your application.

Send your applications to Mickey Kovari at mickey.kovari@recognise.org.au You can call Mickey to chat about the role on 0402 313 169.

The role is a full time work contract until 30th June 2017. If there is sufficient funding for the role, RECOGNISE may agree to extend the Term until the time of the referendum. Whilst the parties may agree to extend the Term, they are not obliged to do so.

A working with children or vulnerable people check or the state jurisdictional equivalent may be required for this role.

If you know someone who would be perfect for this role, please share this with them and encourage them to apply.

We look forward to hearing from you and potentially working with you.