

Nature Stewards Volunteer Alumni Coordinator

Position Title: Nature Stewards Volunteer Alumni Coordinator
Reports to: Nature Stewards Manager
Direct reports: 3
Usual hours: Negotiable hours and location
Commences: late August 2020, 12-month role
Remuneration: N/A - Volunteer role.
Phone calls, branded shirt, pre-approved travel expenses covered.
Registration paid for the annual OV two-day conference included.
Summary: Support the Nature Stewards Alumni cohort in Victoria

About Outdoors Victoria

Outdoors Victoria (OV) is Victoria's Peak body for the outdoors sector, including outdoor learning and education, recreation, nature-based tourism and bush adventure therapy. We help foster a thriving outdoors community through a range of policy and practical initiatives, including hosting the Nature Stewards program.

Supported by an experienced, skills-based Board, specialist advisory committees, and a growing representative membership, we focus on the following activities:

- ✓ **Community:** convening events that allow outdoor professionals and participants to come together, and supporting our community through professional development and other programs;
- ✓ **Advocacy:** contributing to government policy processes; encouraging collaboration within the sector; and maintaining effective strategic relationships and alliances with relevant organisations;
- ✓ **Communication:** promoting and publicising the benefits of outdoor activities, and ensuring members and subscribers are well-informed about sector issues and initiatives;
- ✓ **Resources:** identifying and developing research projects, tools and standards that benefit the outdoor community, such as OYPRA and acting as the Secretariat for the Australian Adventure Activity Standards.

We receive significant funding from Victorian government agencies, as well as our own members and through specific events. Our office is next to the Yarra, in the Outdoor Activity Hub in Westerfolds Park, Templestowe.

Position Scope

The Volunteer Alumni Coordinator will help support the key outcomes of a long-term program, including growing the alumni network and running catch-up events across the geographic regions of the Nature Stewards programs. This role is a key part of ensuring a strong alumni network, support for further training, recruitment of alumni to help manage the program, ongoing community connections, and promotion of life-long nature stewardship behaviours. A strong alumni network will lead to greater outcomes for nature, local communities, and individual wellbeing. Through this role the coordinator will build skills across communication, event and people management, and be part of an exceptional grassroots program supporting nature and the community.

Nature Stewards aims to build environmental literacy, nature connection, and confidence and capacity to get out in nature and volunteer locally. Support of the alumni is a vital role to help them transition into local environmental volunteering and citizen science, either event based, or in an on-going capacity.

Mission: The Victorian Nature Stewards program promotes environmental literacy, participation and stewardship through discovery and action.

Goal: Build community knowledge, connection, stewardship and action for nature in Victoria.

Primary Responsibilities

Specifically, the position is required to:

- Assist in the development of an **Alumni Support Plan** to ensure the Nature Stewards Alumni continue to feel part of the Nature Stewards community and supported in their own volunteering communities.
- Assist in running a number of **Alumni events** each year, with support of regional mentors, to help foster community networks across the State, encourage ongoing learning, promote ways to contribute through volunteering, and meet other Nature Stewards.
- supervise and support region mentors, in liaison with the Nature Stewards manager to:
 - to contact alumni to identify what forms of support they seek, and assist them where possible, in finding local volunteering and training opportunities and contacts.
 - be part of monitoring and evaluation of the Alumni to track outcomes (e.g. volunteering efforts, hours, further education and training, and job roles).

An Alumni Coordinator agreement will be presented to the successful candidate to outline in more detail the role and responsibilities as well as the support and processes from Outdoors Victoria. This agreement will be signed by both the CEO of Outdoors Victoria and the Volunteer Alumni Coordinator.

Key Skills and Attributes

- ✓ Highly skilled in **communication** and competency in **events management**
- ✓ A **friendly** and approachable demeanour
- ✓ Ability to operate with some autonomy **independently**, with a proactive approach to solving issues and identifying opportunities as they arise
- ✓ Able to assist the region mentors in supporting alumni in their region
- ✓ Comfortable using online communication methods, such as email, running Zoom meetings etc.
- ✓ Previous experience supporting adults in the education, community, or other sector organisations is desirable
- ✓ A **positive and enthusiastic** approach to OV's mission for the Nature Stewards program, ensuring a strong and vibrant Nature Stewards alumni network in Victoria
- ✓ Demonstration of **volunteer experience** is desirable.

OV structure

