

Policy Development Volunteer

Invasive Species Council



Position:	Policy Development Volunteer
Reports to:	Alison Chan
Time commitment:	2-4 hours a week (negotiable)
Location:	Remote
Duration:	Until July 2022 (negotiable)
Remuneration:	None. This is an unpaid volunteer role.

Project background

The Invasive Species Council is the only national environmental group specifically focused on invasive species and biosecurity issues, engaging with government, industry and the community to protect Australian biodiversity from harmful invasive species. We have an acknowledged track record of high-impact results, especially given the modest size of our organisation. To increase our impact, we are now engaging in a period of consolidation and growth and seeking to build our organisational capacity.

In line with these changes, we seek to develop a full suite of organisation policies to ensure appropriate governance, coordination and legal compliance. We're looking to engage an appropriately skilled volunteer to help us develop a number of draft policies.

Volunteer role description

The Policy Development Volunteer will work with the Invasive Species Council Admin officer and the CEO to help develop a selection of draft operational policies.

Volunteer role tasks

Subject to availability and capacity, the tasks of this volunteer role will include any or all of the following:

- Work with CEO and staff to identify priority areas for policy development.
- Research and write draft policies.
- Regularly liaise with their volunteer supervisor.

Selection criteria

Essential

- Excellent written communication skills.
- Basic computer skills.
- Demonstrated ability to be self-motivated.
- Strong research and analytical skills.
- Shows attention to detail.
- Proven ability to meet deadlines and operate with minimal supervision.

Desirable

- Operational policy writing experience.
- Analytical thinking.
- Experience working in an operational role.

Role requirements and commitment

The volunteer will work remotely and independently, and must have access to their own computer and internet facilities. Outside of scheduled check ins, the volunteer will work at their own pace and timetable to meet pre-organised deadlines for various policy drafts. Time expectations may vary depending on the volunteer's experience, availability and negotiated deadlines, but is likely to equate to approximately 2-4 hours a week. It's preferred the volunteer is able to provide ongoing support for the duration of this role. However, consideration will be given to volunteers available to provide concentrated input over a shorter period of time. All necessary training will be provided upon induction.

We greatly value the contribution of our volunteers. We aim to provide them with work that is safe, effective, fulfilling and appreciated. All volunteers will be selected free of discrimination and under equal opportunity. They will be reimbursed for all pre-approved expenses, provided with training and support, covered by volunteer insurance, and recognised for their efforts. A statement of achievement will be available upon completion of the role.

Applicants are requested to send a one page letter of interest that indicates how they meet the selection criteria and a copy of their CV by Sunday 10 October 2021.

Applications should be emailed to Alison Chan, Invasive Species Council Admin Officer, at alisonchan@invasives.org.au.

If required, further information can be obtained from Alison on 0410 636 538.

More information on the Invasive Species Council and our work can be found on our website at www.invasives.org.au.