

## COMMUNITY ENGAGEMENT | Fundraising Events Coordinator

### About Oaktree

Oaktree is Australia's largest youth-led not-for-profit that has empowered young Australians to champion sustainable development nationally and internationally for over 18 years. At Oaktree, we believe that young Australians can create a more just and sustainable world by backing locally-led youth-centred organisations across the Asia-Pacific.

Oaktree's vision is to realise: 'A just and sustainable world, where every young person has an equitable chance to reach their potential.'

### About Community Engagement

The Community Engagement team works collaboratively together and with other parts of the organisation to facilitate transformative experiences that change the way the Australian community understands and acts towards development across the Asia-Pacific.

The Community Engagement team comprises the Communications, Fundraising, *Live Below the Line: An Oaktree Initiative*, Product Development, and Volunteer Development portfolios. The Community Engagement team's aim is to build, support and grow our community and therefore our movement of people who want to see young Australians driving sustainable development change.

### The objectives of the team are:

- To support and develop our community of young volunteers who drive the core operations as well as support our events and campaigns;
- To communicate the economic, social and political impact of Oaktree to the broader community, transforming the media narrative of young people to an empowering and inspiring one;
- To design and execute our yearly peer-to-peer fundraising campaign: *Live Below the Line: An Oaktree Initiative*, as well as other fundraising events, grants and appeals, to support Oaktree's operations and our *Oaktree Youth Solidarity Fund*, supporting locally led community development organisations;
- To explore, innovate, incubate, and experiment with new products to grow Oaktree's presence, organisational sustainability, and impact.

### The Team

In 2022, the Community Engagement portfolio will be made up of 21 young volunteers working collaboratively to drive our engagement work at a local, state, national and international level. While each member of the Community Engagement portfolio will be expected to meet the following responsibilities, they will also have role-specific tasks unique to their portfolio outcomes and their passions.

### Who we are looking for:

The following abilities will need to be demonstrated in the application period to be considered for the Community Engagement team:

1. **Organisational abilities:** Calling everyone who is a master with Google Calendar or keeps a dedicated dot journal planner, showing an ability to keep on top of your workload is a must;
2. **Teamwork and leadership:** A keen approach to working collaboratively with others, whilst being a critical innovator and initiative-taker (along with a generous dash of humour) are trademark qualities of this team;
3. **Innovation:** Coming up with creative solutions to challenges, trying these out, and failing fast is required and celebrated at Oaktree;
4. **A commitment to young people's wellbeing:** At Oaktree, we see best practice as standard practice when it comes to safeguarding children and young people. All successful volunteers will need to have a Working with Children's Check and undertake a series of compliance training to work with young people and represent our organisation.

These are not mandatory but desired qualities:

1. Project and event management experience
2. Facilitation experience for a range of audiences
3. High written and verbal abilities
4. Experience in design thinking

You **must** be over 18 years old by 14 January 2022 and ideally reside in Victoria, however working remotely is a possible arrangement for the right candidate.

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### Expectations for the 2022 team

As a member of the Community Engagement team, you must be able to meet the following expectations for 2022:

- Attend monthly Community Engagement meetings, dates to be confirmed at the Welcome Day on Saturday 14 January 2022 from 10am to 4pm;
- Attend portfolio meetings, to be arranged and confirmed after appointment.
- Complete all work assigned and agreed to at a professional and timely standard;
- Assist in the preparation and execution of:
  - Community Engagement Training Weekend: Friday 4 to Sunday 6 March
  - Week of *Live Below the Line: An Oaktree Initiative*: Monday 9 to Friday 13 May 2022
  - Major fundraising events between April to September: dates TBD in February 2022
- Submit a role handover document and portfolio report, due by 31<sup>st</sup> October, which will conclude the obligations to your role. *Live Below the Line: An Oaktree Initiative concludes 31 June 2022.*

Should any of the above expectations not be met, a discussion will be had with the Head of Community Engagement which may lead to a forfeiture of your position. *NB: Most meetings will be held in Melbourne, Victoria.*

### What you will get out of it

As an Oaktree volunteer you will receive:

- Brilliant opportunities to develop your professional and interpersonal skills;
- Exclusive training in project and event management, teamwork, and leadership by experienced professionals;
- Support in developing a portfolio of social impact events and projects;
- Access to an accomplished alumnus of Oaktree mentors.

### Role-specific details

As a Fundraising Events Coordinator, you will plan, design and execute a series of fundraising events that brings the community together to celebrate and back young people creating global change. You will utilise a series of fundraising strategies to engage and expand our community of supporters, including appeals, in-person celebrations, telethons, and more. You will lead our community through experiential journeys of how their funding can make tangible differences for young people being supported by Oaktree—now and into the future. You will work closely with the whole Fundraising team to expand our organisation's fundraising initiatives and back resources behind the *Oaktree Youth Solidarity Fund* and Oaktree itself.

Success looks like, through regular events, our community celebrates and backs young people leading change at Oaktree and feeling a strong sense of community and loyalty because they believe in what we do and most importantly why. Our community engaging in these events will see the impact of their ongoing contributions on empowering young people across the Asia-Pacific to reach their full potential.

**Portfolio:** Fundraising

**Positions available:** 1

**Time commitment:** 4-5 hours per week (times will vary by roughly 1-2 hours depending on time of year)

**Reports to:** Director of Fundraising

**Applications close:** 11.59pm Sunday 22 May 2022

**Application link:** <https://form.typeform.com/to/vSJ6PDGh>

For any questions, queries, concerns and/or humorous anecdotes, please contact Thy Douglas, Director of Fundraising at [t.douglas@theoaktree.org](mailto:t.douglas@theoaktree.org)

*Oaktree is an inclusive and accessible organisation for all young people. We are committed to ensuring access and empowerment for First Nations, People of Colour, LGBTQ+, disability and low-socioeconomic applicants. Please contact Thy Douglas at [t.douglas@theoaktree.org](mailto:t.douglas@theoaktree.org) for recruitment access requirements.*