
Volunteer role descriptions

Greater Canberra Committee, November 2023

What are volunteer roles?

Volunteer roles are opportunities for Greater Canberra members to get more engaged in the work that we do. These roles are designed to be:

- **Flexible** - all these roles are designed to have flexible time commitments - you provide as much time as you want to, when you want to.
- **Collaborative** - roles will involve working closely with other volunteers and leads Greater Canberra Committee.
- **Easy to engage with** - each role is designed to have a clear set of tasks and responsibilities, making it easy for volunteers to get working quickly.

What roles are available?

For 2024 we are calling for volunteers across the following roles:

- Coalitions coordinator
- Legislative coordinator
- Events coordinator
- Policy and research coordinator
- Newsletter coordinator
- Web designer
- Content creator

You can find out more details about what each role entails below.

How do I get involved?

To get involved, [fill in our EOI form here](#).

Volunteer role descriptions

Coalitions coordinator

Summary

Greater Canberra works with organisations across the ACT to achieve our goals. As Coalitions coordinator you'll help to build strong relationships with like-minded groups who share our interest in abundant housing and a more liveable and sustainable city.

What you'll do

- Organise meetings with local community groups, businesses, and non-profits
- Build relationships across the ACT to ensure we're keeping on top of key developments in the housing and urbanism space
- Maintain connections with Missing Middle Canberra coalition partners
- Design and lead joint campaigns and events with like-minded groups

Time commitment

Flexible commitment of up to 2 hours per week. May require scheduling meetings during week-days.

Legislative coordinator

Summary

As Legislative coordinator, you'll keep on top of what's happening on housing issues in the ACT Legislative Assembly, and help us keep in touch with MLAs.

What you'll do

- Keep our leads and volunteers up to date with legislative processes, committee inquiries, and debates that could impact our work
- coordinate our comms and submissions for Assembly inquiries
- Organise meetings with MLAs and prepare presentations and briefings
- Keep us in touch with MLA offices

Time commitment

Up to 4 hours per week in advance of key meetings or inquiries. May require scheduling meetings during week-days.

Events coordinator

Summary

Help create engaging events for Greater Canberra supporters and for the public.

What you'll do

- Design and coordinate a range of events, from online panel discussions to in-person write-in sessions
- Help organise our regular members catch-ups
- Create marketing materials and communications for upcoming events

Time commitment

Up to 4 hours per week in advance of key events. Organising work can be done flexibly to fit around other commitments.

Policy & research coordinator

Summary

Design innovative policies for planning and housing reform to drive Greater Canberra campaigns. Write impactful submissions that advance our advocacy goals.

What you'll do

- Conduct research and data analysis on housing and planning policy issues
- Work with small teams to write submissions to consultation processes
- Design policy documents to support our advocacy and campaigns
- Create briefings to support our appearances at hearings and events

Time commitment

Up to 4 hours per week in advance of key publications and submissions. Research work can be done flexibly to fit around other commitments.

Newsletter coordinator

Summary

Keep members and supporters up to date via our monthly email newsletter.

What you'll do

- Write our monthly email newsletter to highlight our advocacy work and update members on upcoming events
- Help to expand our base of members and supporters

Time commitment

Up to 2 hours per month. Work can be done flexibly to fit around other commitments.

Web designer

Summary

Refresh Greater Canberra's website and help to keep it up to date. Knowledge of Github, markdown, or website design would be useful.

What you'll do

- Refresh our website to better highlight our work and achievements
- Design new web pages to communicate our ideas and attract new supporters
- Create blog posts in advance of major events and policy releases

Time commitment

Up to 2 hours per week. Work can be done flexibly to fit around other commitments.

Content creator

Summary

Create engaging social media content or videos that build our community and support our advocacy.

What you'll do

- Create social media posts, memes, or 'explainer' diagrams that raise awareness about housing and planning issues
- Write scripts and create video content to expand our online presence to new platforms
- Collect and share photos of density done well in Canberra

Time commitment

Up to 2 hours per week. Work can be done flexibly to fit around other commitments.