



ROOTS & SHOOTS STATE COORDINATOR ROLE DESCRIPTION

Organisation:	Jane Goodall Institute Australia (JGIA)
Duration:	1 year with scope for extension
Work type:	Volunteer position, estimate 5-15 hours per week
Location:	Relevant State, remote working from home
Reports to:	Roots & Shoots Volunteer and Programs Manager

We are looking for a motivated, focused and innovative leader to join our team of Roots & Shoots State Coordinators.

This is a wonderful opportunity for an emerging young leader to be part of a dynamic, passionate and diverse high-impact team.

About JGIA

JGIA is part of a broad network of 26 chapters around the world and takes its inspiration from the life and work of Dr Jane Goodall. Dr Goodall is a world-renowned scientist, humanitarian, conservationist, UN Messenger of Peace who founded the Jane Goodall Institute in 1977.

We are a small not for profit currently going through significant growth, with a focus on youth conservation and environmental education programs in Australia, as well as supporting chimp conservation and community development in Africa.

Further information on JGIA can be found [here](#).

About Roots & Shoots

Roots & Shoots is a global network of young people empowered and inspired to take action to improve our world.

It is a youth-led community action movement that is making a difference across the world on every continent. Roots & Shoots builds on Dr. Jane's vision of creating community-based solutions to big challenges.

All around the world, young people are exploring problems in their communities affecting Animals, People and the Environment, brainstorming solutions and creating projects that help to solve the problems. We are looking to create an ever-expanding network of

Australians who are inspired to take action as change-making global citizens by encouraging local solutions.

Further information on Roots and Shoots can be found [here](#).

About the Role

As the Roots & Shoots State Coordinator you will be working as part of a team with other passionate, state-based Roots & Shoots coordinators, the national team coordinator, CEO and other staff and volunteers. You will be playing a pivotal part in the growth of this inspiring organisation. We offer flexible, part-time (possibly full time depending on available funding) working arrangements and the opportunity for the right person to grow with the organisation.

You will manage a range of tasks including promoting Roots & Shoots across your state, supporting Roots & Shoots groups and individuals, building and coordinating a team of volunteers, engaging and supporting youth leaders and forming partnerships with other organisations. You will also have the opportunity to provide input and assist in the development of our events, social media, campaigns and resources. To be successful you will be dedicated, organised and compassionate.

You will have excellent interpersonal communication skills, experience working with youth and an alignment with the values of JGIA.

Role Description

To be successful in this role you must:

- Have experience working with youth or children
- Have exceptional communication skills including preparing and delivering presentations
- Identify new members, activities and fundraising opportunities
- Bring your expertise to raise awareness for existing programs
- Be computer literate and to assist in developing Roots & Shoots resources
- Respond to emails within 48 hours
- Have a current drivers license and reliable transport
- Provide a police check (define time period) and have a current (or apply for) a working with children check / Blue card.

In your role, you are required to:

- Provide monthly reporting statistics on the first of each month as follows:
 - Project numbers for each stream, current and completed
 - Induct Roots & Shoots new shoots members to convert to project cycle
- Complete Child Safe online training and confirm via certificate received.
- Check in monthly with current members regarding project progress
- Manage all Roots & Shoots activities within your State
- Promote Roots & Shoots to individuals and groups (e.g. schools, universities)
- Identify and approach potential Roots & Shoots members

- Regularly (2-4 times/year) visit active groups to support and update them on Roots & Shoots activities
- Form a team of capable and like-minded people who will assist you in promoting and managing Roots & Shoots
- Support and implement events including state Roots & Shoots conference
- Establish and maintain relationships with partner organisations (e.g. zoos, NGOs, Scouts)
- Manage any collateral, stock and promote merchandise

Working at JGIA

JGIA is committed to creating a diverse working environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

We value flexibility and autonomy, and encourage the team to work in ways that meet their work/life commitments and support their wellbeing and professional development.

Interested? Here's How to Apply

Please send your CV to Ben Howes, Roots & Shoots Volunteer and Programs Manager, via rootsandshoots@janegoodall.org.au.

We can't wait to hear from you!