

POSITION DESCRIPTION

CONVENOR - QLD ENVIRONMENT ACTIVIST NETWORK

This role description is for the convenor/s of the Queensland Environment Activist Network. Expressions of interest should be forwarded by 31/10/10 by sending a nomination letter to the returning officer – steve@asen.org.au. Please send an application of no more than one page outlining your experience and your ideas for the role during 2011. Applications for sharing the position are encouraged, but not necessary.

Position Title: QEAN Convenor / QEAN Co-convenor

Time Frame:

November 2010–November 2011

Position Stipend: \$5000

Core Responsibilities

Orientation

The role exists to support environment collectives, food co-operatives and their convenors throughout the year, as well as to maintain the vital functions of the network. These groups are based at university campuses across Queensland and are

working on various activities and campaigns at varying levels of organisation and capacity. Your role as a convenor is to engage them and to create an inclusive, supportive and energised space for all involved in the network.



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Collective Support

The convenor role supports collectives by:

- helping them establish their membership at the beginning of the year, build capacity and find direction through checking in with convenors, linking campaigns and helping facilitate strategy sessions,
- being someone they can 'go to' with questions/comments,
- supporting collectives to identify their needs and pointing them to useful ASEN and other resources,
- supporting collectives to develop resources for their campaigns and actions, and passing these resources on to the network,



- actively checking-in with collective convenors regularly depending on what they need (phone-calling, face to face chats),
- supporting collectives to raise money and university subsidies to get people to the January ASEN Training Camp in Canberra and the July Students of Sustainability conference in Albury,
- organising at least one fundraising event during the year to contribute to QEAN's financial base to support collectives and future

convenors.

Network Coordination

QEAN needs sustaining and it is the convenors' role to maintain the everyday running of the network. To do this, the convenor needs to:

- co-ordinate the QEAN office space at Turnstyle Community Hub,
- maintain QEAN bank accounts and organise reimbursements and expenditure payments,
- send out the O-Week Pack to collectives at the beginning of the year and ASEN's Germinate zines when they are published twice a year
- arrange two state-wide 'training camps' for QEAN collectives throughout the year, where the network can get-together, share skills and information and plan campaigns together for the year,
- organise or support others to organise regular (eg. monthly) Phone Link Ups for people involved in QEAN (at the least, with enviro convenors from each collective, but everyone is welcome).
- update the QEAN space on the ASEN wiki with documents and resources useful to the network
- maintain the QEAN and QEAN orgs yahoo emailing lists & QEAN data-base of contacts,
- update the QEAN website and facebook page and encourage collectives to report-back in and use these online forums,
- attend ASEN monthly National Councils, organise for collective convenors to attend and report back to the network,
- organise a QEAN convenor for 2011-2012 and facilitate a hand-over of resources, account details and support the new convenor in their role.



Role Requirements

- Most of all, you need to be keen to give it a go and keen to learn. Don't be scared that you don't have the experience, as you'll have plenty of support from the national network and from past QEAN convenors,
- You'll need to have been involved in your environment collective or the ASEN network for a bit, and want to keep doing sweet radical social change work for the next year,
- You'll need to be able to work well with others, and put the collective needs of the network at the front of your work,
- And bit of capacity (energy, time and passion!) to do the role and/or share it with another great person. The role will take about a day a week, but it's pretty flexible and in the end it is what you make of it.

What support we can offer you

- Full induction and training period from November 2010–January 2011, including support to strategise and plan for the year.
- A space to work from – Turnstyle Community Hub in Highgate Hill is an awesome activist space that allows us to use their resources and work from there,
- ASEN's national Training Camp in January each year. This is a fantastic opportunity to gain network co-ordination, group building and facilitation skills, and talk to state and network convenors from across Australia,
- Cross-state chats with other networks in ASEN to check-in how you are travelling with the role and learn what else is happening around the country,
- The support of past QEAN and ASEN convenors in Queensland, and people across environmental circles in Qld who have loads of experience in strategising and facilitation,
- State convenor meetings and support sessions at Training Camp and SoS,
- The *QEAN orgs* list which has a bunch of people who are keen to help out organise things with the network,
- A stipend of \$5000 (if a joint role, this is shared between the people taking on the role).



More information

What's QEAN?

QEAN is the QLD network of the Australian Student Environment Network (ASEN). It's made up of environment collectives at uni campuses across Queensland, community groups & campaigns, students and individuals interested in environment and social-justice issues. The network facilitates involvement in key environmental and social justice events throughout the year and organises training sessions for collectives in Queensland.

What's the role of QEAN?

- This isn't definitive, it changes according to what groups/people are a part of QEAN each year
- Linking into the Australian Student Environment Network (ASEN) and national environment campaigns
- Facilitates cross-campus campaigns/activities
- Help put peoples' ideas into action – eg. linking them up with resources or other groups working on similar stuff
- Co-ordinating skill-shares and trainings with students and community groups on environmental and social issues, group facilitation etc.

Decision-making processes

QEAN operates on a consensus based decision-making model. You can access resources on the processes of consensus from the ASEN website. The main decision-making space in QEAN is currently the qean e-list, however, as this is open to all we are working to turn qean-orgs into the key decision-making hub for the network. The 2010–2011 convenor's role may include finishing this transition and ensuring the transparency of network decision-making.