



## Who is GetUp?

The GetUp movement is powered by the values and hopes of one million members, movement partners and a central team of expert strategists. Together, we do whatever it takes to make extraordinary impact.

We focus our campaigns on the areas our members care about most in the fields of Environmental Justice, Human Rights, Economic Fairness and Democratic Integrity. From making sure hundreds of thousands of people are able to vote in elections, to successfully stopping major projects threatening the Great Barrier Reef, or securing billions of dollars in new funding for mental health – we have a decade-long history of taking on powerful interests, and winning.

## Volunteer Coordinator

**Looking for a role that lives and breathes volunteers, recognises their hugely important contribution and wants to see this thrive? Want to work with passionate, committed and highly motivated people every day? Love building lasting relationships?**

GetUp is looking for a Volunteer Coordinator to manage 'SupportCore' – GetUp's in-office volunteer team.

This is a 12 month fixed term contract based in Sydney.

**SCHADS Classification Level 4 salary range is \$61,348.04 - \$66,521 per annum (pro-rata) + superannuation, determined by relevant experience and qualifications.**

At GetUp, we know our capacity to drive progressive change is increased when our team has a diversity of backgrounds and experience. We are always actively looking for applicants from a diverse range of genders, cultures, language groups, abilities, and experiences to apply.

### Who is the Organising Team

The GetUp organising team spans five states and the ACT, working day in and day out to build and wield the people power to radically redefine what is politically possible in Australia. Together, we develop and support a network of dozens of volunteer Action Groups who then organise members and voters to target political and corporate decision-makers across the country. This is a huge mission that is rewarding, demanding, challenging and creative.

Our team is an open and collaborative crew who have clear goals, are accountable to each other and work in ways that foster creativity, honesty, learning and innovation. We are only going to win big things if we ask for big things. And it's the only way to scale up our impact.

### Who are SupportCore

SupportCore is a volunteer team of GetUp's most committed members. They each come into the Sydney office one or two days a week to help on important tasks and projects, in particular, to respond to the thousands of correspondence GetUp receives each week.

As the SupportCore Coordinator, you'll manage a team of SupportCore volunteers to work on important campaign tasks and projects, with a particular focus on responding to the thousands of correspondence GetUp receives each week and maximising the value of that work. This is a unique role working at the intersection of campaigns, volunteers and GetUp's one-million membership. If you're passionate about building relationships, empowering volunteers to step up, and get a kick out of putting together new systems and processes – then you'd be the perfect recruit.

### The SupportCore Coordinator will:

- Oversee and manage SupportCore volunteers so that they work effectively and feel fulfilled, including providing ongoing training and skills development
- Support the volunteers on a daily basis by checking-in, answering questions, and helping them troubleshoot issues
- Monitor, review and improve SupportCore systems, processes, and resources
- Develop and execute strategies to deal effectively with the large number of emails GetUp receives from members and drive excellence in how member feedback is processed, responded to, collected and reported back to wider-organisation
- Develop a strategy and plan to scale Support Core's size, scope and skills
- Develop a targeted recruitment plan of volunteers with skills that'll support the scaling of the cohort
- Identify and support opportunities for volunteers to take on new and rewarding campaigns and project work
- Develop a plan to empower and upskill volunteers to take on more leadership roles
- Find meaningful opportunities to champion volunteers and their contribution

### Some things you might do in a typical day:

- Answer volunteers questions from questions on systems and processes, to campaign objectives and drafting email replies
- Have a check-in with a volunteer to ensure they're feeling happy and have everything they need to do their best work
- Coordinate with a campaigner to put together support documents to help volunteers respond to members writing in about a new campaign or breaking issue
- Collate the feedback coming into GetUp campaigns and report back to campaigners in a weekly meeting
- Set up a meeting with a volunteer to discuss them taking on a leadership role
- Cast a critical eye over some of the systems and processes in place and review what's working and what's not, and make a time to consult with volunteers about improvements

### You will be someone who:

- Deeply values the contribution of volunteers, and who is excited about leading the charge to scale SupportCore's size, scope and skills

- Extremely well-organised and process-driven, and you get a kick out of making things run smoother and more efficiently
- Solution-oriented so that when issues or challenges arise, you critically assess the situation and make good judgements about the best course of action
- An excellent written communicator — you can write clear and concise support guides and turn campaign top-lines into thoughtful canned email responses.

### Bonus points for:

- Experience in community organising or activism
- Experience supporting or recruiting a team of people

If even a couple of these criteria speak to you, you could be the perfect person for the job. Formal education, qualifications and extensive experience matter less to us than excellence, initiative and drive.

**Please apply by 9am Monday 30th July.**

## Junior Software Engineer

**Want a job where you are constantly innovating and improving technology as a vehicle for real-world change? One where you get to work with passionate, experienced and highly motivated coworkers every day?**

GetUp is looking for a Junior Software Engineer to join our Tech team.

The salary range for this position is \$69,362 - \$82,021 per annum (pro-rata) + superannuation, determined by relevant experience and skills.

This is a 12 month fixed term contract based in Sydney.

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### Who is the GetUp Tech Team

Technology is core to GetUp's ability to wield the people power to radically redefine what is politically possible in Australia. We've built tools for organising hundreds of simultaneous events, connecting members with their local representatives and allowing members to take hundreds of thousands of actions per month. During the recent yes.org.au campaign, our apps helped connect thousands of volunteers to have meaningful conversations with millions of Australians through coordinated phone-banking, p2p messaging, social media and organised door knocking. And for the next election we plan to go even bigger.

We have lots of exciting ideas about what the future of collective action might look like but we need talented engineers to turn these ideas into reality. This is an opportunity to join our team of technologists and campaigners and work together to design, build, break and reinvent the tools that help make Australia fairer, protect our environment and enhance our democracy.

We're looking for someone at the start of a promising career in software development. You will be supported by a team of experienced programmers who are committed to helping you learn.

### What might a typical day look like:

- Work on new features across our different apps, fix bugs and keep a watch on potential security and performance issues;
- Analyse data collected across our databases to help GetUp understand how we can provide our members with a better experience;
- Collaborate with campaigners to bring campaign ideas to life - you'll ask questions to help people get clear on what they're trying to do and the best way to achieve it;
- Help make decisions with the rest of the team about where to focus development for the next week or month;
- Learn the mix of technologies we build our apps in - now and in the future; and
- Take time to play and be creative with ideas for campaigning tools that you're excited about.

### Essential skills and experience:

- Demonstrated ability to program in at least one programming language; and
- Demonstrated ability to pull data from a database and do basic analysis.

### This might be the job for you if:

- You love programming and can't wait to learn cool tech;
- You're curious what the data says;
- You're a problem solver who is willing to experiment and celebrate failure if it happens; and
- You're excited to create apps to engage people in political action.

At GetUp, passion trumps formal qualifications. If you have no experience but feel strongly about the issues we campaign on we would love to hear from you.

**Please apply by 9am Monday 6th August.**

**CLICK FOR FURTHER INFORMATION  
AND TO APPLY**