



Volunteer Role Description

Operations Volunteer

TITLE: Operations Volunteer

SUPERVISOR: General Manager

REQUESTED COMMITMENT: 1 day per week for 12 months

PLACE OF WORK: Melbourne Food Hub, Alphington VIC and occasionally other sites

1.1 ABOUT THE ORGANISATION

3000acres is a not-for-profit organisation that works to build healthy, resilient and connected communities through urban agriculture. We work to empower communities with the skills and knowledge to grow fresh healthy food and enable the transformation of underutilised land into great community spaces. Through our work with councils, statutory bodies and private landowners we hope to influence the regulatory environment to make it easier to grow food in more places.

1.2 ABOUT THE ROLE

The Operations Volunteer works closely with the General Manager to keep things running behind the scenes at 3000acres. Their work is enormously varied, including planning for events, seeking funding for new projects, writing reports and creating template documents. Through their work, 3000acres is able to take on more projects and reach all new audiences.

This person is highly motivated to learn new things, be self-directed in their tasks and has an eye for detail. They have excellent written and spoken communication skills, including confidence writing documents on behalf of the organisation such as letters, grants and submissions.

By working closely with the General Manager, the Operations Volunteer will be supported to stretch themselves to take on unfamiliar tasks. The right candidate is flexible, dedicated and always excited to try something new.

1.3 KEY VOLUNTEER TASKS

- Help research and write new content;
- Write and edit grant applications;
- Research potential suppliers and donors;
- Help the team prepare for events;
- Create templates such as posters and letters;
- Assist with report writing;
- Answer general enquiry emails;
- Contribute to project planning.

1.4

KEY SELECTION CRITERIA

- Enthusiasm for urban agriculture and a fair food system;
- Clear written and verbal communication skills;
- Excellent organisational skills and the ability to self-manage when things are busy;
- Interest in learning new skills and researching fresh topics carefully;
- Willingness to be flexible and work in a busy, shared office space;
- Commitment to following through on agreements and deadlines.
- Willingness to work with the 3000acres team in Alphington, one day per week.

1.5

HOW TO APPLY

Applications should be emailed to Morgan Koegel at morgan@3000acres.org using the subject line: 3000acres Operations Volunteer application, and must include:

- A 150-500 word description of why you'd like to volunteer with us and how you fit the key selection criteria for this role.
- Your contact email and phone number.

Applications close Friday 13th September at 5pm.