



S4S Assistant Affiliates Manager

Position Information Pack

“The Oaktree Foundation is an outstanding advocate for increasing awareness among young people in Australia and overseas of development challenges. Its role in mobilising young people to tackle poverty – and to inspire them to believe that they can make a difference – is commendable.”

The Honourable Kevin Rudd MP
Former Prime Minister of Australia

WHO IS OAKTREE?

The **Oaktree Foundation** is one of Australia’s fastest growing and most dynamic international aid and development organizations. Entirely run by young volunteers under the age of 26, Oaktree has 85,000 members around Australia and has led some of Australia’s biggest poverty campaigns- including the 2006 **MAKEPOVERTYHISTORY** Concert in Melbourne, and the **MAKEPOVERTYHISTORY** Roadtrip campaigns in 2007 and 2010 which succeeded in securing bipartisan commitment to increasing foreign aid to \$4.3 billion.

Oaktree sees education as the key to enabling the world’s poorest individuals and communities to lift themselves out of poverty. As a result, Oaktree works across the Asia Pacific region – in places like East Timor, Cambodia and Papua New Guinea – to build schools, train teachers, and provide scholarships so impoverished children can attend school and much more.

ACHIEVEMENTS

Oaktree has had some notable achievements either individually or part of a coalition with other organisations. These include but are not limited to:

- In Australia, we have more than 85,000 members all of whom are playing their part in fighting to end extreme poverty
- We’re internationally recognized through numerous awards for our high impact campaigning and incredible achievements. In 2010, we were awarded the International Youth Leadership Award for MDG action by the United Nations in New York and, in 2007 we were presented with the prestigious ‘Free Your Mind’ award at the MTV Music Awards
- We were the leaders behind the 2006 **MAKEPOVERTYHISTORY** Concert in Melbourne, the 2007 **MAKEPOVERTYHISTORY ZEROSEVEN** Roadtrip, the 2008 End Child Slavery Campaign, and the 2010 **MAKEPOVERTYHISTORY** Roadtrip which culminated in the largest poverty focused lobby day in Australia’s history
- Our revolutionary fundraising and awareness campaign Live Below the Line has raised over \$2 million for fighting poverty in under 18 months, is backed by Hugh Jackman and has been launched internationally in the US and UK through our partners at the Global Poverty Project
- We’ve raised over \$3.5 million to provide education to some of the most disadvantaged communities in the world – including building schools in East Timor, teacher training in Papua New Guinea, vocational training for freed slaves in Ghana and HIV/Aids education in South Africa.



SCHOOLS 4 SCHOOLS

Providing life changing educational opportunities for young people in developing communities and creating a generation of global citizens among young Australians through dynamic school partnerships.

Schools 4 Schools was launched by The Oaktree Foundation in 2007 with the goal of providing life changing educational opportunities for young people in developing communities.

Our Goals

- To educate young Australians and their school communities about global poverty
- To create pathways for young Australians to take action and have a real impact. Motivating students by providing evidence of the impact their fundraising can achieve in their partner school
- To invest in the character, skills and leadership potential of young Australians as global citizens
- To provide sustainable funding for projects which tackle challenges facing young people living in poverty

Schools 4 Schools 2012

The program will include the following elements:

- Partner School Program
- Affiliated School Network
- State Conferences
- International Speakers
- School Fundraising (Events and Live Below the Line)
- Educational modules delivered in schools
- Ambassador Challenge to Cambodia
- Interactive media

“Schools 4 Schools is a unique program. We give Australian students the opportunity to see and understand the impact they can have on the lives of students in the developing world. Schools 4 Schools is about much more than writing a cheque and getting a warm feeling.”-Tom Nice, National Director of Schools 4 Schools

S4S ASSISTANT AFFILIATES MANAGER

Job outline	<p>Specifically, the S4S Assistant Affiliates Manager is required to:</p> <ul style="list-style-type: none"> • Organise the State Summit in April 2012 • Organise, venue, food, speakers, facilitators, payment etc • Promote the State Summit to affiliate schools • Promote LBL to students • Sign students and schools up for LBL • Distribute LBL materials to students • Plan LBL promotional school events • Support students who are completing LBL • Report on the success of LBL in schools • Promote the mass mobilisation to School Students in Semester 2
Key Performance Indicators	<p>The success of the S4S Assistant Affiliates Manager will be measured by:</p> <ul style="list-style-type: none"> • Number of schools at state summit



	<ul style="list-style-type: none"> • Number of students at state summit • Finances of state summit • Positivity of state summit feedback • Number of schools that participate in LBL • Number of students who participate in LBL • Amount of money raised during LBL • Creativity and success of promotional events • Whether or not the LBL experience is positive for students • Number of students attending Mass Mobilisation
Characteristics and skills required	<p>It is essential that the S4S Assistant Affiliates Manager has:</p> <ul style="list-style-type: none"> • Passion and commitment to making a difference • Excellent interpersonal and communication skills • Experience in logistics • Very high level of organisation • High levels of Intrinsic Motivation • Ability to work both independently and in a team • Passion for educating young people
What you get out of it	<p>The S4S Assistant Affiliates Manager will have the opportunity to develop a number of skills and take part in a range of experiences that are rarely available to youth. Specifically:</p> <ul style="list-style-type: none"> • Practical experience in a rapidly growing aid and development organisation • Develop skills in strategic planning, organisation and communication skills • The opportunity to make a tangible difference to the lives of young people • The opportunity to inspire, educate and equip high school students to be empowered • Opportunity to develop a network of similarly passionate young people • Opportunity to play a key role in a major Oaktree campaign
Time commitment	8 to 10 hours per week including emails, phone calls and team meetings
Committed until	December 1 2012
Reports to	ACT Schools 4 Schools Manager

TO APPLY

All applicants are required to submit:

- A current CV of no more than 2 pages
- A single page cover letter, outlining the applicant's characteristics and skills.

All applicants must be:

- Under the age of 26
- Based in ACT



For additional information about Oaktree and our initiatives, be sure to visit our websites:

- theoaktree.org The **Oaktree Foundation** main website
- theoaktree.org/join-us/schools-4-schools/ S4S website

LODGING AN APPLICATION

Applications will close once suitable applicant is found. All applications must be sent in full to act-recruitment@theoaktree.org.

Shortlisted applicants will be interviewed.

QUESTIONS

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