

# United Nations Association of Australia (WA) Inc. Volunteer Role Description: Portfolio Lead – Agriculture

## Environment Committee

- Seeking Expressions of Interest for Portfolio Lead – Agriculture for the United Nations Association Australia WA Division Environment Committee.
- This is an unpaid, volunteer position.
- Working with likeminded professionals with an interest in environmental issues and the Sustainable Development Goals of the United Nations.
- Networking and building relations with NFP organisations and liaising with members of the community.

### About Us:

The United Nations Association of Australia (WA) Inc (UNAAWA) is a not-for-profit, nongovernmental association operating in Western Australia. It is part of the national organisation UNAA, and it is affiliated to the World Federation of United Nations Associations (WFUNA). The UNAAWA has a local outlook on global issues and works peacefully to bring the vision of the United Nations to our community through education, awareness campaigns, and through our support and partnerships with other NGOs. The Environment Committee was relaunched in April 2016. The Environment Committee leads environmental initiatives with the aim of engaging all members of the community in the Sustainable Development Goals. The Committee consists of Chair, Deputy Chair, Secretary, Treasurer, Portfolio Leads (Water & Oceans, Agriculture, Climate Change, Sustainable Built Environment and Forests), Communications and general UNAA members.

<b>Description</b>	The Portfolio Lead – Agriculture is responsible for leading activities relating to the UN Sustainable Development Goals relevant to the agricultural sector. This includes the organisation of events, fostering of relationships and partnerships, communications and any other activities the Portfolio Lead or the Committee feels is appropriate. The role will develop a close working relationship with all Environment Committee members.
<b>Accountability</b>	Reports to Environment Committee Chair
<b>Hours</b>	1.5 hour monthly meetings Own time for research and preparation of your events (including set up and pack down) and assisting other committee members from time to time. An estimated 6 hours of month is expected (will vary month to month).
<b>Recruitment</b>	Written cover letter, resume and individual interview

<b>Key Responsibilities &amp; Expectations</b>	<ul style="list-style-type: none"> <li>• Attend monthly UNAA Environment Committee meetings</li> <li>• Develop a minimum of one event per year relating to UN Sustainable Development Goals relevant to Agriculture.</li> </ul>
<b>Skills &amp; Experience (Selection Criteria)</b>	<ul style="list-style-type: none"> <li>• Experience in the agriculture/environment sector (professional or educational)</li> <li>• Interest in the work and ideals of the UN</li> <li>• Well organised</li> <li>• Communicate effectively and timely</li> <li>• Able to work collaboratively</li> <li>• Excellent written communication skills</li> <li>• The personal attributes of openness, honesty and integrity</li> <li>• Member of UNAA WA*</li> </ul>
<b>Benefits of the role</b>	<ul style="list-style-type: none"> <li>• Networking with like-minded individuals</li> <li>• Opportunity to contribute to UNAA WA</li> <li>• A fun and rewarding experience</li> </ul>
<b>Skills developed through the role</b>	<ul style="list-style-type: none"> <li>• Project/event management skills</li> <li>• Interpersonal and communication skills</li> <li>• Leadership skills</li> <li>• Flexibility, negotiation and problem solving skills</li> <li>• Time management and organisational skills</li> <li>• Team work skills</li> <li>• Marketing skills</li> </ul>

\*Applicant may become a member after being successfully appointed the position.

### Does this sound like you?

To apply, please forward the following to [environment@unaa-wa.org.au](mailto:environment@unaa-wa.org.au)

- Current resume
- Cover letter addressing the key points listed under 'Skills & Experience'

Confidential queries can be submitted to Beatrice Hamilton, UNAA WA Environment Chair at the email address above.

Expressions of interest close **Friday 9<sup>th</sup> March at 5pm WST.**

To find out more about the UNAA WA, please visit the website [www.unaa.org.au/divisions/western-australia/](http://www.unaa.org.au/divisions/western-australia/)