

## **Democracy ambassador**

The democracy ambassador role is a casual position reporting to officers in the Education and Inclusion team. Democracy ambassadors are primarily responsible for delivering electoral information and enrolment outreach sessions to one or more priority communities, leading up to an election event.

Sessions may be during the week or at weekends, and any time during the day or early evening when community members are available. The role includes assisting community members to enrol if they are not on the electoral roll, voter education, publicising elections and connecting with priority target communities to arrange outreach sessions.

Priority communities include:

- multicultural communities
- people experiencing homelessness
- people in correction facilities
- people living with an intellectual disability, their families, and carers
- Aboriginal and Torres Strait Islander communities
- young people outside school settings.

### **Duties:**

- participate in face-to-face training and complete an online training module
- follow policies and procedures of the Democracy Ambassador Program and the Victorian Electoral Commission
- deliver and evaluate electoral information and enrolment sessions to one or more priority communities
- perform program tasks and activities (as delegated)
- collect evaluation data as required
- organise materials and transport to facilitate outreach enrolment and education sessions
- liaise with community networks and stakeholders to book outreach sessions
- any other duties, as directed.

The role will require flexibility in working hours.

Democracy ambassadors will follow procedures and methods of work at all times to ensure safety and wellbeing of themselves and fellow staff, contractors, and visitors.