



Black Coffee Volunteer Regional Coordinator Position Description Version 1. (13.12.2022)

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What is Black Coffee?

Black Coffee is a grassroots Indigenous business networking gathering held in regions around Australia each month. Originating in Queensland but now across Australia, the goal of the Black Coffee movement is to provide a platform to connect micro and small business owners around Australia. Indigenous business owners and professionals, along with their supporters, get together and yarn with the aim to build relationships and grow networks. Black Coffee runs on a very simple event model with some regions holding one-off events, while others are held monthly at different times. Hosting may also include the occasional industry events or targeted gatherings. Each Black Coffee is different - you make it yours.

Purpose of the role of Regional Coordinator

Black Coffee's vision is a connected and strong Indigenous business sector across Australia. The purpose of the Regional Coordinator is to coordinate and attend a series of community gatherings/events to raise awareness of the emerging Indigenous Australian Business Sector. The role of the Regional Coordinator is about promoting connectedness within the Indigenous Business community to each other and external stakeholders, as well as to provide ad-hoc support for Black Coffee's events activities.

Goals

Goal	Reason
<p>Develop & Deliver</p> <ul style="list-style-type: none"> • To organise and attend community Black Coffee gatherings in your region. • To cross promote gatherings and events through emails, mailings, listings, Black Coffee website, social media platforms and word of mouth 	<p>The purpose of having a Coordinator in each region is to have a locally-based person who is committed to their local area. They will be responsible for raising awareness, as well as recruiting new supporters within the community. This includes delivering and promoting gatherings and special Black Coffee events contributes to these aims.</p>
<p>Support existing Black Coffee activities</p> <ul style="list-style-type: none"> • To represent and promote Black Coffee at external events and to provide support where needed for other Black Coffee regions • Provide ad-hoc connectors and or support 	<p>Supporting existing fellow Black Coffee coordinators, events & activities increases everyone's capacity, maximises the potential outcome of a gathering and increases the skills and experience of all volunteers.</p>
<p>Work collaboratively</p> <ul style="list-style-type: none"> • Work with Black Coffee HQ, other volunteers and, where appropriate, members and external stakeholders of the Black Coffee movement. 	<p>By working together, we can achieve more and create a positive, supportive national Black Coffee framework and network.</p>
<p>Commit to Black Coffee's aims, values & policies</p> <ul style="list-style-type: none"> • To demonstrate commitment to the National Black Coffee 	<p>Volunteers are representatives of Black Coffee and its mission. Our policies of boundaries and confidentiality are for the protection of all parties. This is a</p>

<p>movement aims and values, (addressing race, culture, gender, class, disability, sexual orientation, age and other discrimination in relation to closing the gap for all Aboriginal and Torres Strait Islander peoples.)</p> <ul style="list-style-type: none">● To work within the agreed boundaries of the Black Coffee branding guidelines, code of conduct and confidentiality.	<p>responsibility shared by Black Coffee HQ and volunteers.</p>
<p>Personal and Professional Development</p> <ul style="list-style-type: none">● Attend quarterly training/information sessions when invited to do so from Black Coffee HQ.	<p>To allow your national coordinator to effectively support you as a volunteer Regional Coordinator, skill and knowledge development benefits yourself as well as the entire national Black Coffee volunteer team.</p> <p>Expanding your knowledge and experience of the Black Coffee movement and its new features. Provide valuable input into strategic and operational decisions affecting volunteers.</p>

Managing Expectations

The following roles and responsibilities apply to all Black Coffee volunteers nationally. They are also subject to the broader constitution, bylaws, policies and legal obligations of the Australian Government.

Covid safety

Regarding COVID safety, volunteers have:

- A right to a safe working environment while volunteering for Black Coffee.
- A responsibility to provide a safe volunteering environment for fellow team members and a safe experience for residents and the public.
- A responsibility to abide by the government restrictions and health guidelines in place.

Black Coffee volunteer rights

As a volunteer for Black Coffee, you have the right to:

- A healthy, safe, and welcoming workplace
- Appropriate support and management
- Appropriate orientation and training relevant to your role
- A well-defined job description, or well-defined description of tasks
- Access policies pertaining to volunteers and your role
- Access information on grievance and disciplinary policies and procedures

Volunteer responsibilities and code of conduct

As a Black Coffee volunteer, you must:

1. Be considerate - You will be working as part of a team. Your work will be used by other people, and this team, in turn, will depend on the work of others. Any decision this team takes will affect users and colleagues, and the team should take those consequences into account when making decisions.

2. Be respectful - Black Coffee volunteers and its members treat one another with respect. Everyone can make a valuable contribution. It's important to remember that a community where people feel uncomfortable or threatened is not a productive one. The Black Coffee ethos expects members to be respectful when dealing with all people outside the team, including those who oppose or disagree with us.

3. Be welcoming & inclusive - Inclusion is central to our values. Black Coffee events are always free (attendees pay their own way but are not charged entrance fees). While Black Coffee is designed to support Indigenous business owners, non-Indigenous supporters are welcome to attend.

4. Be collaborative - Collaboration is central to our work. This collaboration involves individuals working with the Indigenous business sector.

5. Ask for help - Each of us is time-poor. If you feel overwhelmed, please ask for assistance from the Black Coffee HQ team. We are here to support you.

6. Step down considerately - Members of every project come and go. Volunteers have a right to withdraw from their position without penalty, however, when somebody leaves or disengages from the project, in whole or in part, they should do so in a way that minimises disruption. This means they should tell people they are leaving and take the proper steps to ensure that others can pick up where they left off.

7. Data - All volunteer Regional Coordinators understand the importance of data gathering to the ongoing success of Black Coffee. They will seek to ensure attendees

must complete either the digital QR code check in or manually sign via the form provided from Black Coffee HQ.

8. Data Confidentiality - The data maintained by the Black Coffee HQ and its systems must be protected and the privacy of our attendees and other coordinators is important.

9. Developing your own systems - Even if it's not obvious at the time, your contributions will impact the work of others. Making changes to systems, infrastructure, policy, documentation, and translations without appropriate consultation and implementation planning may negatively impact. Depending on the severity of the action, consequences for breaching this code of conduct may include removal as a Black Coffee volunteer.

10. Commitment - All volunteer regional coordinators must complete the Black Coffee Volunteer Coordinator EOI form, which acknowledges and accepts the terms of this Black Coffee Code of Conduct yearly.

11. Intellectual Property - All volunteer regional coordinators agree not to use Black Coffee logos, imagery in any commercial arrangement without first seeking permission from Black Coffee HQ.

12. Provide feedback - Black Coffee grew from an idea and it's constantly changing. If there is something that IS working, please let us know. If there is something that ISN'T WORKING, please let us know. As we say elsewhere, the power of Black Coffee is in us working together. Staying in communication, giving us feedback is how we will grow and develop Black Coffee FOR our community.

Social media and personal responsibility

Social media has the potential to bring the world and communities together in a way that is positive and meaningful. Unfortunately, it also has the potential to bring organisations and individuals into disrepute. Since its inception Black Coffee growth has been driven using social media channels, in particular Facebook, Twitter, Instagram and LinkedIn. These are powerful platforms in spreading the word and reputation, and they are something we want to continue to use.

We have an expectation that every person who represents Black Coffee whether as a staff member or volunteer understands how social media works and how reputations are impacted by negative and hostile online behaviours.

Volunteer Regional Coordinators will be asked to reconsider their roles if -

- their conduct online brings into question the integrity of Black Coffee
- their conduct online brings into question the purpose of Black Coffee
- their conduct online brings into question the independence of Black Coffee
- their conduct online engenders a space where people feel like they may not be welcome

A person who is **unable to maintain a positive and conducive** social media or in-person presence at events they have hosted should reconsider if they're the best person to coordinate Black Coffee in their region.

Black Coffee on social media and in its marketing

Black Coffee strives to be independent of all brands. While it will seek support from agencies for sponsorship, no individual business will be noted in marketing material. The marketing and branding of Black Coffee has been approached with caution and seeks to remain non-partisan and independent. Black Coffee as a brand exists independently of any individual person's business.

Sponsorship

There are opportunities for sponsorship of Black Coffee. This may take the form of cash or in-kind support to help the running of Black Coffee as a whole. Please refer to the Guidelines for more information about the different types of Black Coffee events and sponsorship opportunities.

Insurance

Black Coffee is a dynamic and informal movement of like-minded people. Attendees do not pay to attend. Black Coffee is not an organisation or business.

As much as possible, events are held in public spaces such as cafes. These cafes will have the relevant third-party insurance. Where a Black Coffee is held in a private venue, such as a hall, they too will have third-party insurance.

Each Regional Coordinator should have their own individual business-owner insurance and/or WorkCover for employees, that covers their activity as a coordinator.

Iscariot Media does not have an insurance policy to cover Regional Coordinators and their attendance at events. Coordinators take on the role in full knowledge of this situation. If this situation changes, coordinators will be notified.

