

General Election Freepost Artworker

Job Description and Person Specification

Purpose of the role

At general elections, candidates may produce a 'Freepost' leaflet which the Royal Mail will distribute to homes within the constituency without a delivery charge. The Green Party is looking to recruit a contractor to liaise with local party volunteers to produce the final artwork for each constituency that wishes to make use of the Green Party's central template Freepost scheme, then work with the Green Party's printing supplier to arrange production and confirm delivery, to agreed timescales.

Salary:	£25 per publication produced and confirmed delivered	
Job type:	Temporary, self-employed basis	
Location:	Remote	
Main point of contact:	National & Regional Elections Manager	

Application process:

To apply, please complete the application form and return to recruitment@greenparty.org.uk

We welcome applicants from all backgrounds and communities, in particular those that are currently under-represented within our staff team. This includes, but is not limited to, people from minority ethnic groups and those who identify as disabled.

If you require any adjustments to help you complete the application, please contact hr@greenparty.org.uk



Person Specification

	Attribute	Essential/ desirable	Assessment
Experience	Use of Adobe InDesign to produce polished, professional publications	Essential	Application / Interview / Work Sample
	Working with print production companies	Desirable	Application / Interview
Skills/abilities	Strong organisational skills	Essential	Application / Interview
	Good interpersonal skills	Essential	Application / Interview
	Ability to work in a fast-paced environment	Essential	Application / Interview
	Meticulous attention to detail	Essential	Application / Work Sample
Personal attitudes	Sympathy with the aims and policies of the Green Party, and with development of a more sustainable society	Essential	Application
Personal circumstances	Not a member of another UK political party	Essential	Application





