

# Hackney and Islington Campaign Officer

## Job Description And Person Specification

The Islington and Hackney Green Party seek to recruit a Campaign Officer to help our local election efforts.

This role will focus on mobilising members, coordinating leafleting and organising action days. This is an exceptional opportunity to get involved with the Green Party at an exciting time of growth.

We are ambitious local parties joining together to win more councillors at the 2022 local elections and this role is crucial to delivering record Green support for Sian Berry's campaign for London Mayor.

**Salary:** £22,750 pro rata (point 3 on the Green Party pay scale)

**Hours:** 14 hours per week

**Location:** Working from home and travel to and around North London as and when needed

**Line Manager:** London Campaign Manager

**Job Type:** Fixed term, until March 19 2021 with the potential to extend

**Applications process:** Applications will only be accepted through the Green Party's online recruitment portal, Applied. The link for this role's application is:

<https://app.beapplied.com/apply/diaioirjop>

**Application Deadline:** 11:59pm - End of Sunday 22nd November 2020

**Interview Date(s):** Wednesday 2nd December

The Applied recruitment system is configured to ask a series of questions that will support shortlisting for this role. Each question is based on one or more of the attributes listed in the Person Specification below and your answers will be scored based on how you demonstrate the attribute(s) that are relevant to the specific question being asked.

**Due to team resources, we will only be able to notify candidates who advance to the shortlisting stage of this recruitment.**

## Main Duties and Responsibilities

The successful candidate's remit will include the following:

- Keeping Green Party campaign calendars up to date
- Writing weekly member emails asking them to take action
- Helping to support and organise weekly action days
- Suggesting and implementing improvements to working practices
- Working with the core team in each party to keep key campaign initiatives on-track
- Coordinating data entry from canvassing returns
- Coordinating printing and bundling of monthly newsletters
- Welcoming and engaging new members into the party
- Helping to update our local party websites

### **Person Specification**

*This role requires the below knowledge, skills and commitments from the successful candidate.*

Please give evidence that you meet the attributes below that are marked as “Application” in your Applied application responses.

If you are shortlisted for an interview, all attributes marked “Interview” will be assessed at that stage.

<b>Category</b>	<b>Attribute</b>	<b>Essential / Desirable</b>	<b>Assessment</b>
Experience	Experience of coordinating volunteers	Essential	Application & interview
	Experience of working in an election campaign	Essential	Application & interview
Skills / Abilities	Ability to use a membership database	Essential	Application & interview
	Skill in organisation and attention to detail	Essential	Application & interview
	Experience of using canvassing software	Desirable	Application & interview
Knowledge	Understanding of how local elections work	Essential	Application & interview
	Understanding of Green Party organisation at local level	Desirable	Application & interview
Personal attitudes	In sympathy with the aims and policies of the Green Party, and committed to the development and implementation of a Green and sustainable society	Essential	Application & interview
Personal circumstances	Eligible to work in the UK	Essential	Application
	Not a member of another UK political party	Essential	Application
Equality	Candidates must indicate full commitment to the principle of Equal Opportunities for all in line with the Party’s policies	Essential	Application

### **General points applicable to all Green Party of England and Wales jobs:**

1. The Green Party strives to be an Equal Opportunities employer and requires its employees to carry out their work in accordance with its policies on equality of opportunity in relation to employees and volunteers, in promotion of the party’s policies and access to the Party’s services.
2. Green Party staff are required to abide by any policies in place to ensure, for example, health and safety at work, data protection, etc.

3. Green Party staff may be required to attend Green Party Executive (GPEx) and other meetings and conferences, so long as at least two weeks' notice is given and this does not conflict with leave already agreed. These meetings may take place out of office hours, in which case time off in lieu will be awarded.
4. The Green Party has a democratic structure with annual elections. Employees need to be aware that the organisational priorities which determine their work priorities are decisions of the Executive and may be subject to change as an Executive changes.
5. Green Party staff are assigned goals, work plans, guidelines and priorities by their line managers as part of the annual planning and review system, but are expected to show initiative within this framework in managing their workload to meet the overall goals of the party in line with the organisational plan.
6. Green Party staff are required to request authorisation for any major overtime from their line manager before undertaking any such work and to use an online system to manage their leave and TOIL in conjunction with their line manager.
7. Green Party staff may, from time to time, be required to provide written or oral reports to the Executive.
8. Green Party staff should be open to developmental needs which may arise and work with their line manager to address these needs through training or other routes.
9. Green Party staff are expected to identify and make recommendations to their manager on improving the systems within the office.
10. Green Party staff are expected to participate fully in the Party's teamwork ethos, attend staff meetings, share team duties and responsibilities and develop their work in co-operation with other colleagues.
11. Green Party staff are expected to promote and develop the role of volunteer staff within their area of responsibility in liaison with the HR & Office Manager and in accordance with the current policy on the management of volunteers.
12. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated routines and duties are naturally included in the job description. Green Party staff are expected to undertake any other reasonable tasks as requested by the Executive via their Head of Department, CEO or relevant GPEx Co-ordinator.

This job description may be periodically reviewed in consultation with the post holder.