

Sheffield Campaign Manager

Job Description and Person Specification

Sheffield Green Party is recruiting a Campaign Manager to develop, oversee and deliver our campaign plan for the May 2021 local elections. Sheffield Green Party is aiming to elect 6 councillors to gain 5 seats, increase the council group from 8 to 13 and end the Labour majority to create a “No Overall Control” council. Our campaign will also support a citywide referendum vote to end the Cabinet governance system.

This is an exciting opportunity to help us achieve these goals. The post holder will manage a range of projects that contribute to the election campaign including doorstep campaigning, strategic data collection, publications and press, working closely with the Elections Coordinator, ward organisers, Councillors and candidates.

The role will require a suitable mix of online and verbal contact with colleagues, plus an increasing on the ground campaign organisation presence in Sheffield as the election date approaches.

Salary:	£23,853 to £29,658, pro rata [points 6-12 on the Green Party salary scale]
Hours:	26 – 30 hours per week, with the potential for increased hours in the weeks prior to the election. Some work will be outside of core hours (weekdays 09:30 to 17:00) according to the needs of volunteers. This may include a Saturday and/or Sunday once per month on average.
Job type:	Fixed term to May 28th
Location:	A mixture of home working and travel to and around Sheffield as and when needed..
Line manager:	Field Organiser
Line management responsibilities:	None

Application 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/eh1dqdwwcp>

Closing date: Midnight, Saturday 21st November

Interview: Monday 30th November

Principal Roles and Responsibilities

- Work with the Elections Coordinator to help create, manage and deliver the election plan to win 6 target seats.
- Develop strong relationships with key activists, ward organisers and Councillors and empower them to achieve their goals.
- Focus on marginal wards to use resources from across the city to win all 6 target seats.
- Oversee and direct media activities to promote the work of Sheffield Green Councillors and candidates.
- Work with the Councillor group, ward groups, candidates and media team to make Sheffield Green Party press and social media delivery consistent and effective during the election campaign, linking the council election and referendum, and in any balance of power negotiations.
- Carry out any other reasonable tasks commensurate with the role

Person Specification

In your application, please give evidence that you meet all of the criteria below marked **Application**. If you are shortlisted for interview, all criteria marked **Interview** will be assessed. Each criteria area below is considered essential for this role.

If provisionally offered the role, satisfactory references will be required, including in most circumstances, from your most recent employer.

Attribute		Assessment
Experience	Building and maintaining relationships with volunteers, volunteer groups and elected representatives	Application & Interview
	Experience in political media work with an aptitude for producing and overseeing compelling written communications	Application & Interview
	Experience across a range of media e.g. print media, radio and television and social media.	Application & Interview.
	Organising successful election campaigns at Metropolitan, District or County Council level	Interview
Skills/abilities	Resilient and able to prioritise a high workload	Interview
	Strong interpersonal, leadership, negotiation and diplomacy skills	Application & Interview
	Strong motivational and persuasion skills	Application & Interview
Knowledge	Knowledge of the strategy and tactics required to win local elections	Application & Interview
Personal attitudes	A dynamic attitude to adapt to all situations including the innovation required to create and deliver a campaign under Covid-19 restrictions	Interview
	Extremely motivated to see improvement in the Green Party's election performance	Application & Interview
	Commitment to creating a diverse and inclusive activist base within the Green Party	Interview
Personal circumstances	Eligible to work in the UK	Application
	Able and willing to occasionally work unsocial hours and outside of normal office hours as required – this may include work on a Saturday/Sunday on average once per month	Application

	Not a member of another political party in England or Wales	Application
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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.