

Campaign Organiser – Cardiff & The Vale

Job Description and Person Specification

Greens in Wales are determined to make a breakthrough at the twice-per-decade Wales local council elections in May 2022. To help achieve this, the Cardiff & The Vale Campaign Organiser will play a pivotal role in organising our volunteer campaign teams to deliver on our ambitious campaign plan.

We are seeking a motivational organiser to take a lead in building our volunteer base and in organising our activists to deliver the critical campaign activities that we know will help us win votes.

You will be a natural relationship builder, passionate about investing in people and extremely motivated to elect our first ever Green Councillors in Cardiff & The Vale of Glamorgan.

Salary: £24,068 to £27,104 pro rata (points 6 to 12 on Green Party pay scale)

Hours: 14 hours per week. Fixed term position until 2nd June 2022. Some work will be in evenings and at weekends according to the needs of volunteers.

Location: Home based with face to face meetings with Cardiff area volunteers at key meetings and on action days

Supervisor: Wales Field Organiser. **Line Manager:** Head of Elections & Field Operations

Key relationships: Local party officers and campaign teams; Wales Field Organiser.

Application process: Applications to be submitted by 10am on Monday 2nd August. Interviews will be held via Zoom on 10th August. Please apply via the Applied recruitment platform here: <https://app.beapplied.com/apply/9rznudju1c>

Principal Roles and Responsibilities

The purpose of this role is to plan, organise and oversee delivery of a programme of activities to deliver a successful local election campaign in Cardiff and the Vale of Glamorgan to elect the first Green Councillors in 2022. The principal activities required are:

1. Develop strong relationships with key activists and election campaign leads in ward campaign teams and work with them to plan, organise and deliver election-winning campaigns.
2. Lead on a programme of events and online engagement to recruit volunteers from diverse backgrounds and build capacity for the election campaign teams.
3. Organise regular door knocking and canvassing action days in liaison with the local election campaign teams
4. Work closely with campaign teams to assist them to draft, design, print and distribute effective campaign literature, with a close eye on message and brand discipline.
5. Lead on motivation of our volunteer and member base, including through writing monthly email campaign updates
6. Encourage local activist involvement in Green Party training events.
7. Provide advice and support to candidates
8. Manage the delivery of fundraising to achieve campaign fund targets.
9. Carry out any other reasonable tasks commensurate with the role.

Person specification

In your written application please give evidence or examples to show that you meet all of the criteria below marked *Application*. If you are shortlisted for interview, all criteria marked *Interview* will be assessed.

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

Attribute		Assessment
Skills/abilities	Building and maintaining relationships with volunteers and volunteer groups	Application & Interview
	Planning, organising and overseeing projects, programmes, events or campaign teams	Application & Interview
	Resilient and able to prioritise a high workload	Interview

	Strong leadership, motivation and persuasion skills	Application & Interview
	Producing and overseeing compelling written communications	Application & Interview
	Good written and verbal communication skills	Application & Interview
Knowledge	Knowledge of the strategy and tactics required to win local election campaigns	Application & Interview
	Successful fundraising techniques in a membership-based organisation	Application & Interview
	Understanding of Community Organising techniques – recruiting, mobilising, motivating, organising and managing volunteers to achieve a common goal	Application & Interview
Personal attitudes	Extremely motivated to see the Green Party succeed electorally as a core part of the Green Party's theory of change.	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
	Not a member of another political party in England or Wales	Application

General points applicable to all Green Party 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. 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.
4. Green Party staff may be required to attend Green Party Executive 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.
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.