

# Senior Field Organiser: Eastern Region

## Job Description and Person Specification

### Purpose of the role

Senior Field Organisers support, advise and train local parties to grow their activist base, build their campaign teams, and increase their capacity to win elections, ultimately bringing about change through electing Greens at all levels. You will be responsible for co-developing, with the Eastern Region Green Party, a regional strategy to grow the Green Party's electoral success over the coming years. You are responsible for identifying the opportunities for growth and developing the capacity and capability of the region to gain more seats, grow in our impact on councils and in constituencies. You will provide leadership to a team of staff and volunteer campaign organisers and Field Team members and contribute to the smooth and effective running of the overall Field Team in England and Wales.

Senior Field Organisers will directly support and develop priority campaigns in their region alongside their Field Team members.

<b>Salary:</b>	£30,524 - £34,375 (Points 18-24 on the GPEW salary scale)
<b>Hours:</b>	Full time, 35 hours per week
<b>Job type:</b>	Permanent
<b>Location:</b>	Home based, with the option to work from the National Office at times
<b>Line manager:</b>	Local Elections Manager or Activism Manager to be agreed
<b>Line management responsibilities:</b>	Field Organisers
<b>Key relationships:</b>	Local party officers and campaign teams; regional party and Wales Green Party Coordinators.

### Application process:

Applications to be submitted by 23:59 on Friday 19<sup>th</sup> November. Interviews will be held on Monday 29<sup>th</sup> November 2021. Please apply via the Applied recruitment platform at <https://app.beapplied.com/apply/9anzkhyi21>

Please note that 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.

## **Principal Roles and Responsibilities**

### **Local and regional party support**

1. Be responsible for developing and delivering the strategic plan for growing electoral success of local Green Parties in the region and support them to grow in their capability and capacity to win at elections.
2. Ensuring that the Field Team identify the needs of local Green Parties within the region, and develop a list of priority local parties according to electoral strategy, election potential and support needed. In particular, identify priority campaigns for potential election wins at the next set of elections and all subsequent.
3. Provide direct support to campaigns identified as priorities and developments, support local Green Parties to increase their capacity to win elections, by:
  - Developing relationships with key activists and election campaign leads in local parties, empowering them to achieve their goals
  - Providing guidance and advice in volunteer recruitment, capacity and capability building, team building, election campaign planning and election campaign execution in line with the national Target To Win toolkit
  - Through direct supervision of any Field Team local party support staff, coaching and providing guidance including personal development and performance management of those staff members.
  - Facilitating sharing of best practice across local Green Parties, and across the region and nationally
  - Developing and delivering a regular programme of training and events, including developing a network of volunteer trainers
  - Providing high quality communication to members and supporters in the region to highlight best practice and engage with the wider membership
  - Collect information and data on campaigns in order to track performance and share learning within and across regions
4. Share local success stories, learning and best practice with other Green Parties in the region, with the Field Organiser network and with the Association of Green Councillors where appropriate.
5. Work with Regional Green Party to support its regional fundraising programme.
6. Collaborate with other Field Organisers in contributing to the Field Organisers' network.
7. Inform the Regional Committee of local parties' progress in relation to elections and capacity through provision of a written report to regional committee meetings.
8. Work with the Regional Committee to develop a regional strategy and produce a report on the region's progress for submission to GPEx annually
9. Attend and contribute to the annual regional development workshop to enable evaluation of recent election performance across all regions and Wales.

### **People management and development**

10. Be accountable for and provide leadership to Field Team staff as appropriate.

11. Collaborate with regional chairs/coordinators and the Local Elections Manager (and the General Election Constituencies Manager where appropriate) in setting objectives and priorities for each staff member that reflect the strategic objectives of both the national and relevant regional parties.
12. Ensure that mechanisms exist for active sharing amongst all Field staff, of best practice and of opportunities for learning.
13. Ensure that opportunities for the personal and professional development of Field team staff are identified and put in place.
14. Undertake a bi-annual reflective review with each staff member, documenting the review discussion and drawing out implications for improved effectiveness and development of individual staff and the Team as a whole.
15. Provide leadership in development and investment in Field Team as a whole, and the team's overall focus.

### **Project and general work**

16. Undertake specific project work in discussion with the Activism Manager and Local Elections Manager, for example, development of a training programme consistent with the aims of this role, or development of resources and guidance for local parties.
17. Carry out any other reasonable tasks commensurate with the role, as directed by the Head of Elections and Field Operations.

## Person Specification

	<b>Attribute</b>	<b>Assessment</b>
<b>Skills/abilities</b>	Building and maintaining strong relationships with volunteers and volunteer groups	Application & Interview
	Managing and coaching others to motivate, upskill and support and develop staff, peers and volunteers	Application & Interview
	Developing and implementing training and/or training programmes	Interview
	Successfully organising election campaign work at the local or regional level	Application & Interview
	Strategic thinking to improve Green Party electoral success in the long term	Application & Interview
	Excellent written and verbal communication skills, including the use of inclusive language	Application & Interview
	Ability to manage high-volume workload, prioritising work and using initiative	Interview
<b>Knowledge</b>	Understanding of modern Community Organising techniques – recruiting, mobilising, motivating, organising and managing volunteers to achieve a common goal	Application & Interview
<b>Personal attitudes</b>	Extremely motivated to see the Green Party succeed electorally as the core part of the party's theory of change	Application & Interview
	Creative and open minded with a willingness to innovate in pursuit of the objectives of the role	Interview
	Commitment to creating a diverse and inclusive activist base within the Green Party	Application & Interview
<b>Personal circumstances</b>	Eligible to work in the UK	Application
	Able and willing to work occasional unsocial hours and outside of normal office hours as required	Application
	Not a member of another political party in England or Wales.	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.

**Version control April 2019 version changed by Zoe Nicholson 27<sup>th</sup> October 2021**