

Field Organiser: North West Region

Job Description and Person Specification

The Green Party's Field Team is responsible for building and supporting local Green Parties to recruit volunteers, get organised and win election campaigns. Under the team's leadership, the Green Party has overseen a huge increase in our election gains in the last few years, tripling the number of Green Councillors since the start of 2019.

Field Organisers are part of a high performing team within the Green Party that is having a transformational impact on the work of our local parties. As a Field Organiser you will be joining a growing and dynamic team, who have ambitious plans for the coming years to get more Greens into councils all over the Region.

You will be a natural relationship builder, assisting local party campaign managers to the point that they actively seek your advice on their campaigns. You will be passionate about elections and people in order to succeed in this role. You will be strongly motivated by investing in others in order to help them achieve their goals.

Salary:	£26,051 to £29,925 FTE [points 10-17 on the Green Party salary scale]
Hours:	3 days a week or 21 hours (full time hours are 35 hours per week). Some work will be outside of core hours (09:30 to 17:00 Monday to Friday) according to the needs of volunteers. This may include a Saturday and/or Sunday once a month on average.
Job type:	Fixed Term
Location:	Home based, with regular travel to parties in the region.
Line manager:	Local Elections Manager
Line management responsibilities:	Responsible for small number of local party support officers or campaign organisers in some local parties, where GPEW is the employer of the staff member, these roles can be on fixed term basis or a permanent basis, but more likely to be fixed term in the first instance.
Key relationships:	Staff: Head of Elections, Local Elections Manager, Activism Manager, General Election Constituencies Manager, Field Staff in England and Wales. Volunteers: Local party officers and campaign teams; Regional Green Party committees.

Application process:

Applications to be submitted by 23.59pm on Sunday 9th January Interviews will be held on Wednesday 12th January. Please apply via the Applied recruitment platform.

<https://app.beapplied.com/apply/evxfv2n3mu>

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.

Purpose of the role

Field Organisers have overall responsibility for improving the capacity of local parties to fight and win elections using the party's Target to Win tool kit and approach. This includes providing training, guidance and advice on recruiting volunteers, building teams, and planning and executing election campaigns.

Field Organisers will be responsible for:

1. Supporting local parties to plan and execute successful election campaigns
2. Supporting local parties to build their election campaigning capacity through volunteer recruitment, team building and collaboration with other local Green parties
3. Providing line management support to a small number of local party support officers or campaign managers as appropriate
4. Providing coaching and training to local parties on elections and volunteer recruitment
5. Facilitating information sharing between local parties and the party centrally to ensure co-ordinated working
6. Liaising with regional committees to co-ordinate work across the region
7. Contributing to the network and resources of field staff

Principal Roles and Responsibilities

1. Be responsible for the 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. 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. With a particular focus on those 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 directly employed staff to any local party, 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. Work on occasional Green Party of England and Wales projects.
8. Liaise with the Line Manager to agree an action plan and review and report on delivery of the plan regularly with the Line Manager.
9. Inform the Regional Committee of local parties' progress in relation to elections and capacity through provision of a written report to regional committee meetings.
10. Carry out any other reasonable tasks commensurate with the role, as directed by the Line Manager.

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. Each criteria area below is considered essential for this Field Officer role.

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

	Attribute	Assessment
Skills/abilities	Building and maintaining strong relationships with volunteers and volunteer groups	Application & Interview
	Managing others to motivate, upskill and support peers/colleagues and staff team members	Application & Interview
	Developing and delivering training sessions and/or training programmes	Interview
	Able to prioritise a high workload and maintain resilience whilst delivering results	Interview
	Strong leadership, motivation, persuasion and diplomacy skills	Application and Interview
Knowledge	Knowledge of effective election campaign techniques	Application and Interview
	Understanding of effective training, coaching and mentoring	Application & Interview
	Understanding of modern 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 the core part of the party's theory of change	Application & Interview

	Commitment to creating a diverse and inclusive activist base within the Green Party	Application & 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

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 time off in lieu (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

July 2021 Amended on 27th October 21 Zoe Nicholson, Local Elections Manager
Final amendments 3/11/2021 ZN.