

Sheffield Campaign Organiser

Job Description and Person Specification

Following a record result in the local 2021 elections, Greens in Sheffield are focussed squarely on building on this success by delivering a large slate of elected Green Councillors in the May 2022 and 2023 Council elections, and getting ready to elect a Green MP at the next general election. To help achieve this, Sheffield Green Party is seeking to recruit a Campaign Organiser who will support them to deliver effective local and general election campaigns.

We are seeking a motivational individual to take a lead in recruiting volunteers, coordinating key campaign events, and working with the Sheffield team to ensure the campaigns stay on track.

You will be organised, a natural relationship builder, and motivated to deliver ambitious election campaigns in these areas.

Salary: £21,799 – £23,596 per annum pro rata (points 1 – 5 on the Green Party pay scale)

Hours: Part time, 0.6 FTE (21 hours per week), including working outside of typical office hours (9.30 – 5pm) according to the needs of volunteers

Location: Working from home with travel to and around the Region as and when needed

Line Manager: Field Organiser

Job Type: Permanent

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/ze1g3snlmc>

Application Deadline: Midnight 1st December 2021

Interview Date: 6th December 2021

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.

Main Duties and Responsibilities

The successful candidate's remit will be to assist election teams in the delivery of their election campaign. The principal activities required are to:

- 1) Develop strong relationships with key activists and campaign leads in ward teams and work with them closely to deliver their election-winning campaigns
- 2) Engage and recruit volunteers into roles according to the needs of the campaign and particularly the ward teams, including through:
 - sending out regular emails
 - organising phone banks
 - holding 121 meetings with new volunteers
- 3) Support new and existing volunteers to develop in their roles including through identifying support and training needs
- 4) Help to keep local party systems up to date, including campaign calendars and webpages
- 5) Supporting local parties to adopt, use and maintain organisational systems for recruiting, managing, and communicating with volunteers as well as organising effective volunteer activities.
- 6) Mobilising volunteers to support key strategic target campaigns through a range of events, including regular campaign action days and volunteer engagement events.
- 7) Supporting the local campaign organisers/managers with setting up the systems for streamlined literature production, delivery systems, door knocking and other campaign organising tools.
- 8) Ensuring processes are in place for project management of production of literature.
- 9) Support local teams to build and maintain systems that ensure campaign initiatives, such as data entry and delivery of monthly newsletters, are on track
- 10) Supporting fundraising campaigns led by the local party
- 11) Carry out any other reasonable tasks commensurate with the role

Person Specification

This role requires the below knowledge, skills and attitudes 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.

Category	Attribute	Assessment
Skills / abilities	Building and maintaining relationships with volunteers and volunteer groups	Application & interview
	Good written and verbal communication skills	Application & interview
	Resilient and able to prioritise a high workload	Interview
	Planning, organising and overseeing projects, programmes, events or campaign teams	Interview and Application
Knowledge	Knowledge of effective election campaign techniques	Application & interview
	Knowledge of recruiting and organising volunteers, through use of a range of capacity building techniques	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
Personal circumstances	Eligible to work in the UK	Application
	Not a member of another UK political party	Application
Equality	Commitment to creating a diverse and inclusive activist base within the Green Party	Interview

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: LPSO role modified slightly to generic role ZN 2/11/2023
Modified again on 16/11/2021