

# Campaigns Assistant – Brighton & Hove

## Job Description and Person Specification

### Purpose of the role

Brighton and Hove Green Party (BHGP) is looking for an organised, self-motivated Campaigns Assistant who can develop and co-ordinate our fantastic volunteers and ultimately help our successful Brighton and Hove team to show why the Green Party provides the only real alternative to the current system.

The Campaigns Assistant has a key role in helping to deliver BHGP's aims and objectives.

|                           |  |
|---------------------------|--|
| <b>Salary:</b>            | £22,475 to £22,924 per annum, pro rata<br>[Point 1-2 on the GPEW salary scale] |
| <b>Hours:</b>             | Full time (35 hours per week)  |
| <b>Job Type:</b>          | Fixed-term of 12 months with the possibility of extension                      |
| <b>Location:</b>          | Party office, Brighton<br>Some home working possible                           |
| <b>Line Manager:</b>      | BHGP Party Manager   |
| <b>Key Relationships:</b> | BHGP office staff; BHGP ward teams and other volunteers                        |

### Application Process:

Applications to be submitted by 23:59 on 12th June 2022 via the Green Party's Applied recruitment system at <https://app.beapplied.com/apply/jq4ge700hm>

Interviews to be held week commencing 20th June 2022.

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**

- Co-ordinating and inspiring ward teams and assisting in organising electoral and issue-based campaign activities.
- Co-ordinating teams of volunteers.
- Delivering campaign and digital tools training to individuals and groups of volunteers.
- Maintaining campaign resources, including digital tools.
- Supporting production and distribution of publications such as ward newsletters and campaign leaflets.
- Assisting in the day-to-day coordination of BHGP's work as and when required.

## Person Specification

| Attribute               |  | Essential/<br>Desirable | Assessment            |
|-------------------------|--|-------------------------|-----------------------|
| <b>Experience</b>       | Organising campaign activity   | Essential               | Application Interview |
|                         | Working with volunteers  | Essential               | Application Interview |
|                         | Delivering training  | Essential               | Application Interview |
|                         | Party political campaigning  | Desirable               | Application Interview |
|                         | Producing campaign literature and communications   | Desirable               | Application Interview |
|                         | Supporting fundraising activity  | Desirable               | Application Interview |
| <b>Skills/abilities</b> | Excellent oral and written communication skills  | Essential               | Application Interview |
|                         | Managing complex, sensitive and/or difficult issues including an understanding of maintaining confidentiality                              | Essential               | Interview             |
|                         | Competency in basic IT and computer programs, including email, internet, the Microsoft Office suite, data management programs and websites | Essential               | Interview             |
|                         | Ability to work collaboratively with staff and volunteers  | Essential               | Interview             |
|                         | Self-motivated and uses initiative, working both alone and as part of a team   | Essential               | Interview             |
|                         | Ability in basic data analysis   | Desirable               | Interview             |
| <b>Knowledge</b>        | Understanding of UK political systems and parties  | Essential               | Interview             |



|                               |  |           |             |
|-------------------------------|--|-----------|-------------|
|                               | Familiarity with Brighton and Hove   | Desirable | Interview   |
| <b>Personal Attitudes</b>     | Sympathy with the aims and policies of the Green Party, and with the development of a more sustainable society | Essential | Interview   |
|                               | Creative and open-minded with a willingness to innovate in pursuit of the objectives of the role               | Essential | Interview   |
| <b>Personal Circumstances</b> | Eligible to work in the UK   | Essential | Application |
|                               | Not a member of another UK political party   | Essential | Interview   |
|                               | Able and willing to work occasional unsocial hours and outside of normal office hours as may be required       | Essential | Interview   |
| <b>Equality</b>               | Fully committed to the principle of equal opportunities for all in line with Green Party policies              | Essential | 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 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.