

Electoral Analytics Manager

Job Description and Person Specification

Purpose of the role

The Green Party's Field team of elections staff have been driving the growth of our numbers of elected representatives in recent years and are determined to make further significant inroads in the years to come – from local councils to Westminster elections.

The Green Party's Electoral Analytics Manager is a new Field team leadership role with specific responsibility for developing and maintaining systems and information to provide visibility of our progress towards achieving our electoral goals.

You will be someone comfortable with data who relishes the challenge using data and information to support learning to improve our electoral performance. You will be working to design information systems that provide clear insights for our Field staff and helps them to help others to improve as well as providing greater transparency and accountability within the team. As a leader, you will enjoy coaching a small number of colleagues to reach their potential and, as part of the General Election campaign work, you will lead on events to provide learning and development opportunities for our target candidates and their campaign teams.

| | |
|--|---|
| Salary: | £36,149 to £40,710 per annum [points 25-31 on the GPEW salary scale] |
| Hours: | 14 hours per week |
| Job type: | Fixed term to 2 nd June 2023 with potential for extension |
| Location: | Home based with some travel |
| Line manager: | Local Elections Manager |
| Line management responsibilities: | Field Organisers, Local Party Support Staff |

Application process:

Applications to be submitted **by 9am on Monday 6th June 2022.**

Remote Interviews will be held (via Zoom) on Friday 10th June. Please apply via the Applied recruitment platform at: <https://app.beapplied.com/apply/zdqof4vh9u>

Principal Roles and Responsibilities

Learning to Improve our electoral performance

Support the development of the Party's data, insight and information systems and structures that enable robust election campaigning through:

- Working with the Constituencies Manager to put in place a clear progress tracking and reporting mechanism for constituency campaign progress
- Working with the Local Elections Manager to design metrics for electoral success across the Field Team
- Determining and agreeing with the Field Team metrics that have both lead and lag measures for learning, which we will call "Learning to Improve metrics"
- Putting systems in place for the collection of data that underpin the *Learning to Improve* systems and feed back into the Field Team individually and collectively
- Designing systems for tracking performance and improvement across a range of indicators and metrics over time.

Coaching and Mentoring Field team members

1. Provide coaching and mentoring support to a small number of Field Organisers and Local Party Support staff (Field staff) who provide intensive person-to-person and election campaign team coaching, mentoring and training to local parties in England and Wales.
2. Guide Field staff in working with regional or local chairs/co-ordinators and the Head of Elections & Field Operations in setting their objectives and priorities that reflect the strategic objectives of both the national and relevant regional or local parties.
3. Support the development and learning within the Field team through participating in the organisational leadership of the Field team
4. Support the programme of opportunities for staff to network and learn from one another, as well as to undertake individual formal or informal training.

General Election Learning and Development

Working with the Activism Manager and Priority Constituencies Manager, provide support to the organisation of training events and other learning opportunities for General Election candidates and campaign teams.

Person Specification

In your written application please give evidence or examples to show that you meet all of the criteria below marked both *Application* (including the most recent, relevant examples, which may be from a role in the Green Party). If you are shortlisted for interview, all criteria marked *Interview* will be assessed. All criteria are considered essential.

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

| Attribute | | Assessment |
|-------------------------------|--|---------------------------|
| Skills/abilities | Set up and maintenance of performance systems to identify trends, track performance and to inform learning and development | Application and Interview |
| | Project planning and management | Application and Interview |
| | Coaching and mentoring | Application and Interview |
| | Resilient and able to prioritise a high workload | Interview |
| | Strong interpersonal and leadership skills | Application and Interview |
| Knowledge | Familiarity with performance analysis software and Microsoft Excel | Application and Interview |
| | The strategy and tactics required to win elections | Application and Interview |
| Personal attitudes | Extremely motivated to see the Green Party succeed electorally as the core part of the party's theory of change | Application and Interview |
| | Committed to excellence | Application and 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 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.