

Chief Executive

Job Description and Person Specification

Background

The Chief Executive provides the Green Party of England & Wales with the organisational leadership required on the climate crisis and other environmental emergencies to promote a fundamental change in our political and economic system to one which protects the natural world and maximises well-being. The current UK political system is broken, and rife with divisions and hostility so ensuring the growth and development of the Party as a political force is more crucial than ever.

This is an exciting time to join the Party, with our total number of elected representatives steadily growing and our political influence over the past ten years increasing significantly. Caroline Lucas is our highly respected and effective MP in the House of Commons, alongside one member in the House of Lords and three MEPs. We expect a large increase in our councillors at local government level, and further representation on the London Assembly. We are also active in the European Greens and are working to establish the Green Isles Alliance.

Purpose of the role

The Chief Executive (CE) is responsible for the effective and efficient organisational leadership of the Party and driving its strategic direction and radical political vision for a life based on democracy and social justice. They are required to work effectively with the Party's members and elected representatives to do so, in accordance with our core values and purpose.

They will deliver efficient management and administration of our national office and field team, and are accountable to the Party's board, the Green Party Executive (GPEX)* and its administration and finance sub-committees to ensure transparency, accountability and good governance. They will also maintain strong working relationships with other Party stakeholders, including the Green Party Regional Council (GPRC) and the Leadership team.

Our dynamic and passionate CE will have experience working as a Director and/or leading an NGO, political or comparable organisation - they will embrace the vision and potential of the Party, learn from and apply tactics derived from similar radical organisations internationally and drive us to the next stage of political success.

**Please note: At the Party Conference in October 2018, the Party voted to approve the recommendations of a Holistic Review Commission (HRC) into the its structure and governance designed to make it a political party fit for the 21st century.*

These proposals were subsequently endorsed by a majority in an internal referendum. A new constitution setting out the new governance arrangements will be presented to Conference in June this year - if approved this is likely to change the reporting relationships of the CE.

A board will be appointed by an elected Party Council to oversee operational matters and the CE will report directly to the Chair. A Political Executive will also be created to oversee the Party's day-to-day strategy, positioning and tactics. The CE will be a member of the Political Executive.

Role details

Salary:	£66,863 – £75,298 (points 60-66 on the Party's salary scale)
Hours:	37.5
Job type:	Permanent
Location:	Green Party National Office, London
Line manager:	Green Party Executive (GPEx) Chair
Line management responsibilities:	Senior management team
Key relationships:	Office of Caroline Lucas MP, Leadership Team, Office of Baroness Jenny Jones, Coordinators of regional parties in England, and Chair of the Wales Green Party, Association of Green Councillors.

Application process:

Applications to be submitted **by midnight on 23 April 2019** and interviews to be held the week commencing 14 May. Please email your completed application form (found on www.greenparty.org.uk/jobs) to recruitment@greenparty.org.uk

Principal Roles and Responsibilities

Strategy

1. Lead the process for the delivery, monitoring and review of the political strategy working with elected representatives, staff and members of the Party
2. Ensure that the necessary infrastructure is in place to promote the growth in local parties' electoral capabilities to implement local election strategy and planning in annual elections to principal authorities
3. Work with the stakeholders including the leadership team, GPEX and GPRC to balance elections, strategic communications, messaging and campaigning work to achieve maximum political recognition and influence in support of the Party's aims and priorities.
4. Preparedness in assuming accountability for the actions and effectiveness of the Party

Organisational leadership

5. Implement the organisation's vision, mission, strategic objectives and strategic priorities working to encourage alignment amongst elected officers and political representatives, staff, volunteers and other key stakeholders.
6. Ensure that staff at all levels are focussed on and supported in achieving the objectives of the organisation and operate at all times in accordance with the organisation's core values.
7. During General Elections (and any future EU elections, national referendums), act as the Party's Campaign Manager, working closely with the Head of Elections, field and communications teams.
8. Develop and foster an organisational culture that attracts, retains and motivates staff, in which individuals constantly seek to learn and to improve their own performance and the performance of the organisation as a whole.
9. Maintain good channels of communication with regional and local parties to ensure that the Party's statutory legal and regulatory obligations are fulfilled.
10. Deliver agreed plans, strategic objectives and Executive/ Board policies.

Governance

11. Manage the overall financial health of the organisation and ensure that appropriate financial and auditing systems are in place, to ensure the organisation is run efficiently and effectively.
12. Provide the Executive/ Board with regular reports as to the status of the organisation and progress against agreed plans, strategic objectives and Executive/ Board policies with sufficient and timely information and advice to be able to make informed decisions
13. Hold regular meetings with the Executive/ Board Chair to discuss openly problems and progress, agree expectations, plan the programme and prepare for meetings with the full Executive/ Board.
14. Ensure that the organisation fulfils all its legal statutory and regulatory responsibilities.
15. Act as the Party's Lead Safeguarding Officer.
16. Act as the Party's Complaints Manager in accord with the governance arrangements prevailing at the time.
17. Act as the Information Controller responsible for General Data Protection.

Operations

18. Lead the effective and efficient running of the operation of the Party's central office and field teams, including its campaign, elections, financial, marketing, communications and administrative programmes.
19. Ensure that effective plans and strategies are developed and implemented for the recruitment and retention of new members including improvement of the member experience and to increase participation by members in all Party activities.
20. Ensure that resources and programmes of support for regional and local Party officers, including training, are developed, reviewed and delivered.
21. Build the Party's fundraising function to include development of a major donor base, high value giving and partnerships, merchandising, appeals, affinity partnerships, and so on.
22. Ensure that proper financial controls and practices are adhered to at all times.
23. Lead the development and implementation of appropriate annual business and organisational plans.

Management

24. Ensure that management structure and systems are appropriate to meet the organisation's objectives and enable staff to carry out their work effectively and efficiently.
25. Ensure that the recruitment, management, training and development of staff and volunteers are in line with good employment practice and directed towards achieving the organisation's objectives.
26. Oversee recruitment, induction, training and development of all staff, having in place proper disciplinary and grievance procedures.
27. In times of emergency, coordinate a process of emergency decision-making as set out in our procedures.
28. Ensure that the organisation keeps abreast of best practice in all areas and works constantly to achieve this within the parameters set by the Executive/ Board and the resources available.
29. Champion diversity and equality of opportunity, both for the staff group and the membership. Ensure that an effective E&D policy is developed and implemented in relation to staff and election candidates.
30. Liaise with the trade union representatives regarding employment and staff matters.

The Chief Executive will also be expected to assume any other responsibilities appropriate to the role.

Person Specification

Attribute	
Experience	Successful track record in management at Senior Executive level in with the non-government, commercial or public sector
	Working directly with or in an actively political environment
	Developing strategic financial and business plans
	Managing organisational change and its various implications and challenges
	Managing across a range of organisational functions, including but not limited to operations, marketing, finance, human resources, IT, campaigning, media, fundraising and investigations
Skills/abilities	Leading and inspiring others, bringing together passionate individuals with strong personal commitments and opinions
	Sound analytical and judgement skills, and an ability to identify problems, assess options and make timely decisions
	Development of courageous, bold and visionary objectives informed by long-term strategic plans
	Undertaking work with a range of stakeholders with competing interests and priorities to encourage a shared understanding and aims
	Translating strategic plans and visions into reality, ensuring effective delivery and performance
	Relating to and engaging with people from a range of backgrounds, cultures and viewpoints
	Forming and communicating coherent and persuasive arguments, ensuring effective negotiation
	Flexibility and ability to manage rapidly changing situations decisively and effectively
	Willingness to work where required anti-social hours including evenings, weekends, and periods away from home.
	Working effectively and cohesively in a team environment
Knowledge	Understanding of Green Party organisation at local, regional and national level and /or familiarity with relevant campaigns, issues and organisations
	Strategic knowledge around campaigning, advocacy and effecting change
Personal attitudes	Committed to the core aims, mission and policies of the Green Party, and with development of a more sustainable and equitable society

	Creative and open minded with a willingness to innovate in pursuit of the objectives of the role
Personal circumstances	Eligible to work in the UK
	Able and willing to work occasional unsocial hours and outside of normal office hours as required
	Not a member of another UK political party
Equality	Committed fully to the principle of Equal Opportunities for all in line with Green Party policies

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.