

# Field Organiser (Wales)

## Job Description and Person Specification

### Purpose of the role

The Green Party in Wales is gearing up for the Welsh Assembly elections in 2021 and local council elections in 2022. Ahead of this, we are seeking a motivational organiser who has real drive to help us build the capacity of our local parties so that they are motivated, skilled and ready to help us win seats and secure our best ever results.

The Green Party's strength is at its grass roots. As a member of our field team of staff covering Wales and England, you will take a lead in supporting, training and advising our local parties in the crucial work they do to build their volunteer base and win elections.

As a Field Organiser, you will be a natural relationship builder, assisting local party organisers in Wales and in due course campaign managers, to the point that they will be keen to come to you for advice and assistance to organise and recruit activists, and for strategic advice on their election campaigns ahead of 2021 and 2022. 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.

<b>Salary:</b>	£23,501 – 29,220 FTE (points 6-17 on Green Party pay scale)
<b>Hours:</b>	Part time - 21 hours per week Some work will be outside of core hours (09:30 to 17:00 Monday to Friday)
<b>Annual Leave</b>	30 days plus bank holidays (pro rata for part time staff)
<b>Contract:</b>	Permanent
<b>Location:</b>	Home based Travel to local parties as and when needed around Wales required.
<b>Line manager:</b>	Senior Field Organiser
<b>Key relationships:</b>	Local party officers and campaign teams; Wales Green Party Council chair; other Field Organisers; Head of Elections & Field Operations

### Application process:

Applications to be submitted by **4:00pm on Monday 2 September** and interviews to be held on **Friday 6 September** online or in Cardiff (to be confirmed). Please email your completed application form (found on [www.greenparty.org.uk/jobs](http://www.greenparty.org.uk/jobs)) to [recruitment@greenparty.org.uk](mailto:recruitment@greenparty.org.uk)

There is optional attendance at the Field Team's training residential in Herefordshire, 15<sup>th</sup> to 18<sup>th</sup> September for the appointee.

## **Principal Roles and Responsibilities**

1. Identify the needs of local Green Parties within the region, and develop a list of priority local parties according to election potential and support need. In particular, identify priority wards for potential election wins at the next set of elections.
2. With a particular focus on those identified as priorities, support local Green Parties to increase their capacity to win elections, by:
  - Developing strong relationships with key activists and election campaign leads in local parties and empowering them to achieve their goals
  - Providing guidance and advice in volunteer recruitment, team building, election campaign planning and election campaign execution
  - Facilitating sharing of best practice across local Green Parties
  - Managing a regular programme of training and events, including developing a network of volunteer trainers
  - Sending regular email communication to members and supporters in the region to highlight best practice and engage with the wider membership
3. Share local success stories with other Green Parties in the region, with the Field Organiser network and with the Association of Green Councillors where appropriate.
4. Collaborate with other Field Organisers in contributing to the Field Organiser network.
5. Liaise with the Line Manager to agree an action plan and take part in a bi-annual performance review with Line Manager.
6. Review and report on delivery of the plan regularly with the Line Manager.
7. Inform Wales Green Party Council of local parties' progress in relation to elections and capacity through provision of a written report to Wales Green Party Council meetings and also attending in person where required.
8. Work with Line Manager to develop and implement a personal development plan on an annual basis.
9. Work with the Wales Green Party Council Committee to produce a report on the Wales progress for submission to GPEX annually.
10. Attend and contribute to the annual regional development workshop to enable evaluation of recent election performance across all regions and Wales.
11. Carry out any other reasonable tasks commensurate with the role, as directed by the Line Manager.

## Person Specification

<b>Attribute</b>		<b>Essential/ desirable</b>
<b>Experience</b>	Building and maintaining relationships with volunteers and volunteer groups	Essential
	Managing others to motivate, upskill and support peers/colleagues	Essential
	Developing and implementing training and/or training programmes	Essential
	Working autonomously/from home	Essential
	Managing a large volume of email and phone communication with a significant number of stakeholders	Essential
	Organising election campaign work	Essential
<b>Skills/abilities</b>	Excellent communication skills	Essential
	Strong motivational and persuasion skills	Essential
	Proficient in the Welsh language	Desirable
	Willing and able to take management instruction	Essential
	Ability to prioritise own workload and use initiative	Essential
	Ability to demonstrate flexibility and adaptability in a fast-paced and changing work environment	Essential
<b>Knowledge</b>	Understanding of Green Party organisation at local, regional and national level	Desirable
	Understanding of modern Community Organising techniques – recruiting, mobilising, motivating, organising and managing volunteers to achieve a common goal	Essential
<b>Personal attitudes</b>	Sympathy with the aims and policies of the Green Party, and with development of a more sustainable society	Essential
	Motivated to see improvement in the Green Party's election performance	Essential
	Creative and open minded with a willingness to innovate in pursuit of the objectives of the role	Essential
<b>Personal circumstances</b>	Eligible to work in the UK	Essential
	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	Essential

	Not a member of another political party in England or Wales	Essential
	A valid drivers license and access to a car for work-related travel	Desirable
<b>Equality</b>	Committed fully to the principle of Equal Opportunities for all in line with Green Party policies	Essential

## **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. 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.
4. 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.
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
13. This job description may be periodically reviewed in consultation with the post holder.