

Local Party Support Officer - Bristol

Job Description and Person Specification

Purpose of the role

2020 is a vitally important year for progressive politics in Bristol.

May's local and Mayoral elections present both an important challenge and vital opportunity.

We're looking for an organised, self-driven individual with strong interpersonal skills to join the Bristol team and be part of electoral success this year.

Salary:	£23,853 pro rata (Point 6 on the GPEW salary scale)
Hours:	16 – 24hrs per week
Job type:	Fixed term contract, ending 31 st May 2020
Location:	Bristol: You will be required to work from home and from the Bristol Green Party Office
Line manager:	Senior Field Organiser
Line management responsibilities:	None
Key relationships:	You will work closely with Bristol's current Local Party Support Officer as well Bristol Green Party co-chairs and the Line Manager

Application process:

Applications to be submitted by midday on **Sunday 26th January** and interviews to be held the week commencing Monday January 27th. Please email your completed application form (found on www.greenparty.org.uk/jobs) to recruitment@greenparty.org.uk

Principal Roles and Responsibilities

As a Local Party Support Officer, you will play a vital role in supporting local election teams to deliver an effective, winning election campaign up to May 2020, through:

- 1) Developing strong relationships with key activists and election campaign leads in ward teams and empowering them to achieve their goals
- 2) Working closely with ward teams to assist them in drafting, designing and printing effective campaign literature, in line with the party's approach
- 3) Regular verbal and written communication with ward teams to help them stay on track in meeting their campaign goals
- 4) Recruiting and managing volunteers to carry out the tasks most required to meet the local party's goals
- 5) Providing regular support and advice to teams to assist them in capacity building
- 6) Assisting with planning and managing a schedule of local events
- 7) Support Bristol Green Party to use national and local digital resources effectively – through regular communication and effective sign-posting

Person Specification

Attribute		Essential/ desirable
Experience	Experience of managing volunteers, particularly of identifying, motivating and empowering volunteer leaders	Essential
	Experience of building and maintaining relationships with volunteers and volunteer groups	Essential
	Experience of managing own workload	Desirable
	Experience of delivering coaching and / or training	Desirable
Skills/abilities	Excellent organisational skills	Essential
	Strong verbal communication skills, with the ability to connect with individuals and groups of varying sizes	Essential
	Good written communication skills, with the ability to respond to emails efficiently and effectively	Essential
	Strong leadership and persuasiveness skills	Desirable
Knowledge	Understanding of Green Party organisation at the local level	Essential
	Familiarity with relevant campaigns issues and organisations	Desirable
Personal attitudes	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
	Initiative and a can-do attitude; ability to do a lot with limited resources	Essential
	Outcomes-driven, with experience in getting results and meeting goals	Essential
	Creative and open minded with a willingness to innovate in pursuit of the objectives of the role	Essential
Personal circumstances	Eligible to work in the UK	Essential
	Able and willing to work occasional unsocial hours and outside of normal office hours as required	Essential
	Not a member of another UK political party	Essential
Equality	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. 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.