

Self-employed Local Party Manager

Oxfordshire Green Party

The Oxfordshire Green Party (OGP) is looking to work with a self-employed Local Party Manager to help OGP deliver its strategic objectives in 2019 and beyond!

The services provided by the Local Party Manager will include:

1. Working with Party volunteers to increase member engagement: building networks with local ward groups and improving communication with working groups.
2. Coordinating local events, including venue arrangements, speakers, liaising with volunteers and maintaining awareness of party activities.
3. Acting as first point of contact for those wishing to get in touch with the Party, and managing new members, including the handling of member information from the national office and putting new members and volunteers in touch with the relevant organisers.
4. Providing support to the OGP treasurer and maintaining financial records where applicable.

Good IT and communication skills are essential.

As OGP does not currently have an office, the Party Manager has the flexibility of working from home or as they choose.

Remuneration for services provided by the Local Party Manager is £168.80 per month – this is based on the London Living Wage and the work being carried out over approximately 16 hours for the invoicing period. Invoices to be submitted for payment to the Party on a monthly basis.

Remuneration will reflect changes in the London Living Wage, and the contract will be reviewed annually, subject to approval by the self-employed Local Party Manager and the Officers of OGP.

For more information, or to submit an application please email timothyeden@outlook.com by **12:00pm on Thursday 28 February 2019**, with a CV and a 1-page expression of interest outlining how your skills and experience qualify you to deliver the services outlined above.