Field Organiser (South West England)

## Job Description and Person Specification

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| Purpose of the role | |
| The Green Party in the South West of England has seen its best ever election results this year. In May, we re-elected our Green MEP and we secured the biggest ever increase in our number of Councillors, taking us to a record number of Council seats on more Councils than ever before.  We are short term staff member to cover a secondment. We are seeking a motivational organiser who has real drive to help us win more council seats and helping mobilise activists during any General Election that may soon arise. As a member of our field team, 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 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. 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. | |
| Salary: | £23,500 – 29,220 per annum, pro rata  (points 6-17 on GPEW pay scale |
| Hours: | Full time - 35 hours per week  Some work will be outside of core hours (09:30 to 17:00 Monday to Friday) according to the needs of volunteers |
| Annual Leave | 30 days plus bank holidays (pro rata) |
| Contract: | Temporary, to 14th December 2019 |
| Location: | Home based  Travel to local parties as and when needed. |
| Line manager: | Senior Field Organiser |
| Key relationships: | Local party officers and campaign teams; regional party Coordinator; other Field Organisers; Head of Elections & Field Operations |
| Application process: | |
| Applications to be submitted by **3pm, on Friday 25 October.**  Interviews to be held week commencing, Monday 28 October.  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) | |

**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

1. 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.
2. Collaborate with other Field Organisers in contributing to the Field Organiser network.
3. Liaise with the Line Manager and Regional Committee to agree an action plan and take part in a bi-annual performance review with Line Manager.
4. Review and report on delivery of the plan regularly with the Line Manager.
5. Inform the Regional Committee of local parties’ progress in relation to elections and capacity through provision of a written report to regional committee meetings.
6. Work with Line Manager to develop and implement a personal development plan on an annual basis.
7. Work with the Regional Committee to produce a report on the region’s progress for submission to GPEx annually.
8. Attend and contribute to the annual regional development workshop to enable evaluation of recent election performance across all regions and Wales.
9. Carry out any other reasonable tasks commensurate with the role, as directed by the Line Manager.

## Person Specification

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|  | Attribute | Essential/desirable |
| **Experience** | 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 |
| **Skills/abilities** | Excellent communication skills | Essential |
| Strong motivational and persuasion skills | Essential |
| 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 |
| **Knowledge** | 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 |
| **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 |
| 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 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 |
| **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:

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| 1. The Green Party strives to be an Equal Opportunities employer and requires its employees to carry out their work in accordance with its polices 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   This job description may be periodically reviewed in consultation with the post holder. |