



Local Party Campaigns Assistant

Job Description and Person Specification

Purpose of the role

To support Herefordshire Green Party in building the local party to help assist running successful election campaigns leading up to the Herefordshire local elections in May 2019. The Local Party Campaigns Assistant will help elect Green councillors, increase activism and ensure there is a strong Green presence in Herefordshire.

Salary:	£20,786 FTE (Point 1 on the National Party pay scale) £8,314 pro rata
Hours:	Part time – 14 hours per week
Job type:	Fixed-term – 6 months
Location:	Home-based
Line manager:	Local Elections Manager
Supervisor:	Field Organiser (West Midlands)
Line management responsibilities:	Not applicable

Application process:

Applications to be submitted by **1:00pm on 17 September 2018** and interviews to be held the week commencing 24 September 2018. Please email your completed application form (found on www.greenparty.org.uk/jobs) to recruitment@greenparty.org.uk

Key roles and responsibilities

1. Working with Herefordshire Green Party volunteers to help plan the local election campaigns
2. Inspiring new volunteers through effective internal communication with supporters and members
3. Connecting and coordinating volunteers to carry out the tasks most required to meet the local party's goals
4. Checking in regularly with named representatives of both Herefordshire Green Parties; including reporting back to and attending local party meetings.
5. Assisting with planning and managing Green Party events locally.
6. Processing electoral data for wards contested by the Greens, in compliance with General Data Protection Regulations (GDPR)
7. Assist with layout & design of ward newsletters and election leaflets to print-ready stage and arranging the printing



Person Specification

Area	Attribute	Essential/desirable
Experience	Planning and implementation of projects	Essential
	Working autonomously	Essential
	Managed, coordinated or worked with volunteers	Essential
	Managed successful election campaign/s	Desirable
	Worked within the political party sector either professionally or as a volunteer	Desirable
Skills/abilities	Leading, motivating and inspiring others	Essential
	Strong written and verbal communication, especially in order to enthuse or motivate	Essential
	Familiarity with modern IT packages and databases	Essential
	Excellent organisation and self-management	Essential
	Strong leadership track record	Desirable
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	Desirable
	Familiarity with relevant campaigns issues and organisations	Desirable
	Working knowledge of the Target to Win methodology	Desirable
Personal attitudes	Sympathy with the aims and policies of the Green Party, and with development of a more sustainable society	Essential
	Creative and open minded with a willingness to innovate in pursuit of the objectives of the role	Essential
	Resilience and stamina to maintain pace in a busy role with potential set-backs	Essential
	High level of personal integrity and professional standards of behaviour	Essential



	Self-motivated and self-starting, with an enthusiasm to build and grow the Green Party	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
	Full current driving licence	Desirable
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.