

# Field Organiser (East and West Midlands)

## Job Description and Person Specification

The Green Party's Field Team are responsible for building and supporting local Green Parties to organise and win election campaigns. Working closely alongside volunteers on the ground, the Field Team have led a dramatic increase in the Green Party's election gains in the last few years.

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. As a Field Organiser working in the East and West Midland regions, you will be a natural relationship builder, assisting local party campaign managers to the point that they actively seek your advice on their campaigns. You will be passionate about elections and people in order to succeed in this role. And you will be strongly motivated by investing in others in order to help them achieve their goals.

We have an exciting opportunity to join our team and be a part of delivering success in the months ahead in both regions. With a bumper set of local elections in May 2021, your focus will be on retaining existing seats and supporting serious breakthroughs onto new councils! Amidst the current Coronavirus pandemic, now more than ever we need to be supporting local parties through these unprecedented times, helping them deliver Green voices in both regions in 2021.

### Purpose of the role

Field Organisers have overall responsibility for improving the capacity of local parties to fight and win elections using the party's Target to Win strategy. This includes providing training, guidance and advice on recruiting volunteers, building teams, and planning and executing election campaigns.

Field Organisers will be responsible for:

1. Supporting local parties to plan and execute successful election campaigns
2. Supporting local parties to build their election campaigning capacity through volunteer recruitment, team building and collaboration with other local Green parties
3. Providing coaching and training to local parties on elections and volunteer recruitment
4. Facilitating information sharing between local parties and the national party to ensure coordinated working
5. Liaising with regional committees to coordinate work across the regions
6. Contributing to the network and resources of field staff

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| <b>Salary:</b>                           | £23,853 to £29,658, pro rata<br>[points 6-17 on the Green Party salary scale]  |
| <b>Hours:</b>                            | 28 hours per week (4 days). Some work will be outside of core hours (weekdays 09:30 to 17:00) according to the needs of volunteers. This may include a Saturday and/or Sunday once per month on average                  |
| <b>Job type:</b>                         | Fixed term to June 6th, 2021   |
| <b>Location:</b>                         | Home based. Travel to local parties in the East and West Midlands when possible.   |
| <b>Line manager:</b>                     | Senior Field Organiser   |
| <b>Line management responsibilities:</b> | None   |
| <b>Key relationships:</b>                | Staff: Head of Elections, Activism Manager, Field Organisers in England and Wales<br>Volunteers: Local party officers and campaign teams; Regional Green Party committee members in the East Midlands and West Midlands. |

### **Application process:**

Applications to be submitted by midnight on Sunday 3rd January. Interviews will be held on Friday 15th January. Please apply via the *Applied* recruitment platform here: <https://app.beapplied.com/apply/hdg1k0seyo>.

Please note that the *Applied* recruitment system is configured to ask a series of questions that will support shortlisting for this role. Each question is based on one or more of the attributes listed in the person specification below and your answers will be scored based on how you demonstrate the attribute(s) that are relevant to the specific question being asked.

### **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 relationships with key activists and election campaign leads in local parties, empowering them to achieve their goals
  - Providing guidance and advice in volunteer recruitment, team building, election campaign planning and election campaign execution in line with the national Target To Win strategy
  - Facilitating sharing of best practice across local Green Parties
  - Managing a regular programme of training and events, including developing a network of volunteer trainers
3. Sending regular email communication to members and supporters in the region to highlight best practice and engage with the wider membership
4. 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
5. Collaborate with other Field Organisers in contributing to the Field Organiser network
6. Work on occasional Green Party of England and Wales projects.

7. Liaise with the Line Manager to agree an action plan and review and report on delivery of the plan regularly with the Line Manager.
8. Inform the Regional Committee of local parties' progress in relation to elections and capacity through provision of a written report to regional committee meetings.
9. Attend and contribute to the annual Regional Development Conference to enable evaluation of recent election performance across all regions and Wales.
10. Carry out any other reasonable tasks commensurate with the role, as directed by the Line Manager.

## Person Specification

In your short answers please give evidence or examples to show that you meet all of the criteria below marked *Application*. If you are shortlisted for interview, all criteria marked *Interview* will be assessed. Each criteria area below is considered essential for this Field Organiser role.

If provisionally offered the role, satisfactory references will be required, including in most circumstances, from your most recent employer.

|                         | <b>Attribute</b>  | <b>Assessment</b>       |
|-------------------------|---|-------------------------|
| <b>Experience</b>       | Building and maintaining strong relationships with volunteers and volunteer groups  | Application & Interview |
|                         | Managing others to motivate, upskill and support peers/colleagues   | Application & Interview |
|                         | Developing and implementing training and/or training programmes   | Interview               |
|                         | Organising election campaign work   | Application & Interview |
|                         | Working independently with limited oversight  | Interview               |
| <b>Skills/abilities</b> | Resilient and able to prioritise a high workload  | Interview               |
|                         | Strong interpersonal, leadership, negotiation and diplomacy skills  | Application & Interview |
|                         | Strong motivational and persuasion skills   | Application & Interview |
|                         | Inclusive and effective communication skills  | Application & Interview |
| <b>Knowledge</b>        | Understanding of effective training, coaching and mentoring   | Application & Interview |
|                         | Understanding of modern Community Organising techniques – recruiting, mobilising, motivating, organising and managing volunteers to achieve a common goal | Application & Interview |

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|                               | Understanding of Green Party organisation at local, regional and national level  | Application & Interview |
| <b>Personal attitudes</b>     | Passion and determination to contribute to creating a socially and ecologically just society by 2030   | Application & Interview |
|                               | Extremely motivated to see improvement in the Green Party's election performance   | Application & Interview |
|                               | A belief in the power of grass roots campaigning and electoral politics, and their role as part of the Green Party's theory of change                                      | Application & Interview |
|                               | Commitment to creating a diverse and inclusive activist base within the Green Party  | Application & Interview |
| <b>Personal circumstances</b> | Eligible to work in the UK   | Application             |
|                               | 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 | Application             |
|                               | Not a member of another political party in England or Wales  | Application             |

### **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.