

# Local Party Support Officer - Bristol

## Job Description and Person Specification

### Purpose of the role

2021 is a vitally important year for progressive politics in Bristol.

May's local and Mayoral elections present both an important challenge and vital opportunity and we're looking for an organised, self-driven individual with strong interpersonal skills to join the Bristol team and be part of electoral success in 2021.

<b>Salary:</b>	£23,385 pro rata (Point 5 on the GPEW salary scale)
<b>Hours:</b>	24 hours per week
<b>Job type:</b>	Fixed term contract, ending 28 <sup>th</sup> May 2021
<b>Location:</b>	Home based with travel to and around Bristol as and when needed
<b>Supervisor:</b>	Local Party Organiser
<b>Line management responsibilities:</b>	None
<b>Key relationships:</b>	You will work closely with Bristol's ward organisers and Bristol Green Party co-chairs

### Application process:

Applications to be submitted by midnight on **Sunday 3<sup>rd</sup> January**. Interviews will be held on **Thursday 14<sup>th</sup> January**. Please apply via the Applied recruitment platform on <https://app.beapplied.com/apply/9msa8amee0>.

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**

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

Please give evidence that you meet the attributes below that are marked as “Application” in your Applied application responses. If you are shortlisted for interview, all attributes marked “Interview” will be assessed at that stage.

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

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