

Field Organiser (South West)

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.

The upcoming 2021 elections are the largest local elections the Green Party has been involved in. We now have an exciting opportunity to join the South West region's team of staff as a Field Organiser and be a part of delivering success in the region.

To be successful in this role, you will be a strong motivator and clear communicator, working to build a narrative that inspires and recruits volunteers to deepen their involvement in getting Greens elected. You will be great at organising, and will enjoy getting alongside new and existing volunteers, building teams and investing in them in order to help them achieve their goals.

As one of a team of staff in the region, you will work to ensure that parties across the South West are trained and supported to build and strengthen their local teams and make an impact not only in next year's elections but in the long-term.

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. Working alongside the region's existing Field Organiser and local staff, your focus will particularly be on communicating with volunteers, and coaching and training teams to recruit volunteers to their election campaigns.

You will be responsible for:

- Working closely with local parties to build their election campaigning capacity through volunteer recruitment, team building and collaboration with other local Green parties
- Building effective verbal and written narratives that inspire volunteers to deepen their engagement
- Establishing and running phone banks, and training others to do so, in order to support regional volunteer recruitment and fundraising
- Providing 121 coaching and group training to local parties on volunteer recruitment
- Facilitating information sharing between local parties and the national party to ensure coordinated working
- Liaising with regional committees to coordinate work across the region
- Contributing to the network and resources of field staff

Salary: £23,853 to £29,658
[points 6-17 on the Green Party salary scale]

Hours: 21 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. This may include a Saturday and/or Sunday once a month on average.

Term	Fixed to June 25th
Location:	Home based with regular travel to local parties in the South West as and when possible.
Line manager:	Activism Manager
Line management responsibilities:	None
Key relationships:	Staff: South West Field Organiser and Local Party Staff, Field Organisers in England and Wales Volunteers: Local party officers and campaign teams; South West Green Party committee.

Application process:

Applications to be submitted by midnight on **Sunday 3rd January**. Interviews will be held on Monday 18th January. Please apply via the Applied recruitment platform here <https://app.beapplied.com/apply/jdawsvx5ez>

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
 - Sending regular email communication to members and supporters in the region to highlight best practice and engage with the wider membership
3. During London's regional election campaigns, work as part of the regional campaign staff team, delivering a work plan that supports the election campaign objectives and strategy.
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

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.

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



Personal attitudes	Passion and determination to contribute to creating a socially and ecologically just society by 2030	Essential	Application & Interview
	Extremely motivated to see improvement in the Green Party's election performance	Essential	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	Essential	Application & Interview
	Commitment to creating a diverse and inclusive activist base within the Green Party	Essential	Application & Interview
Personal circumstances	Eligible to work in the UK	Essential	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	Essential	Interview
	Not a member of another political party in England or Wales	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.