

# Australian Greens Victoria

## Volunteer Assistant Organiser(s)

### POSITION DESCRIPTION

#### POSITION DETAILS

Position title:	Volunteer Organiser(s)
Primary location:	Victorian Greens state office, Melbourne CBD
Primary hours:	0.2 - 0.4 FTE, including occasional evening and weekend work
Supported By	State Office Field Director
Position begins:	February 2019

### ABOUT THE ROLE

Are you passionate about community organising? We are looking for an organiser – someone who can build a team to support our candidates and supporters to have thousands of meaningful and persuasive conversations with Victorian voters throughout 2019.

This is not your average volunteer opportunity. The Victorian Greens are at the forefront of data driven community organising. We mobilise thousands of volunteers and talk to tens of thousands of voters. You will volunteer on weekends and evenings instead of weekdays, and you'll need to be self-motivated and flexible – but you'll meet amazing Greens members from all walks of life, and make a real difference to growing the political party that stands up for what matters. If you enjoy working with people and are passionate about building a progressive Australia, you'll love this opportunity.

The Federal election is set to be held in May 2019. This election presents a huge opportunity for the Greens. You'll be working in some of the most marginal electorates in the country, and keeping these seats Green will not only send a powerful message about the values our communities stand for, but will also dramatically transform our parliaments and politics in this country.

### ABOUT THE VICTORIAN GREENS

The Greens have a proud history of standing up for what is right, not just what is easy or what polls well. Over the course of the last four decades, the Greens have become the third force in Australian politics. Across Australia there are currently Greens representing you at every level of government.

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The Greens are much more than an environmental party. While promoting meaningful and common sense solutions to ensure future generations of Australians have clean air, clean water and clean soil, the Greens are also working in many other areas to champion integrity, decency and fairness. As well as representing constituents, the Greens speak on behalf of those who wouldn't otherwise get much of a say inside parliament: children, refugees, students, individuals and families living in poverty and, of course, our natural environment.

### CORE RESPONSIBILITIES

1. **Volunteer recruitment:** Assist in executing an electorate level organising-based volunteer recruitment strategy. Through this you will develop local leadership resulting in the largest number of volunteers speaking to voters at their doors and at polling booths.
2. **Voter contact:** Assist in executing an electorate level voter contact strategy including supporting voter and volunteer calling parties, door knocking events, data management and local support events such as new volunteer nights.
3. **Support a volunteer leadership team:** Be a part of building a team of local volunteer leaders, develop their skills and support them with trainings, team meetings and regular 1:1 meetings.

### DESIRABLE SKILLS

1. Commitment to the Greens' charter and policies and understanding of the Australian political landscape.
2. Rapport-building and relationship skills. You can quickly build and maintain relationships of trust in a local group and broader Greens community.
3. Leadership and persuasive communication skills. You'll be able to inspire people to understand the possibilities of people-powered change and community organising.
4. Ability to manage volunteers, including the ability to build and supervise teams, develop volunteer skills and bring out the best in each individual team member. Experience delivering training would also be highly valued.
5. Organisational skills and ability to manage logistics to tight deadlines, you thrive in a fast paced environment.

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### APPLY

Applications close midnight, **Sunday February 17th**. For all enquiries please contact Matthew Thomas on (03) 9912 2992 and state that you are enquiring about the Volunteer Recruitment Organiser role.

To apply please email a resume and covering letter addressing the each of the selection criteria located above to [matt.thomas@vic.greens.org.au](mailto:matt.thomas@vic.greens.org.au). **Please submit the cover letter and CV in the same file, saved as a PDF, and the name of the file as the applicant's name and role.**

We will read every application and should you be successful in your application, we will contact you to arrange an interview. Please be honest and thoughtful in your answers, and detail why you would be particularly well suited to the role, clearly addressing each one of the selection criteria with examples and successes from your experience. Please limit your cover letter to 1-2 pages.

The Greens are an equal opportunity employer, which means we strongly encourage any interested and qualified parties to apply – we don't discriminate on the basis of age, race, religion, sexual orientation, gender identity or disability.