

Australian Greens Victoria (AGV)

POSITION DESCRIPTION

STATE DIRECTOR

POSITION DETAILS

Position title:	State Director
Salary rate:	\$110,671-\$150,000 pa plus 10% superannuation
Primary location:	Victorian Greens State Office in Melbourne CBD, with some Victorian and interstate travel
Job status:	Full time, ongoing
Probation:	A three-month probationary period applies, with the option to extend for another three months
Hours:	Full time with frequent evening and weekend work
Reports to:	State Executive, via the State Secretary as line manager
Position begins:	June/July 2019

ABOUT THE ROLE

The State Director is the most senior staff member of the Victorian Greens, one of the fastest-growing political parties in the country with a record number of elected representatives in local, state and federal Parliaments.

You will lead and build a powerful movement and team with ambitious goals to build a more progressive Australia. You will be a leader, a strategist, a fundraiser and a political communications expert.

In recent years our movement has grown significantly, and now has tens of thousands of supporters and members across Victoria. The opportunity now exists to build on this growth, and strengthen the party moving into future campaigns and elections.

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 elected at every level of government – with the largest representation being found here in Victoria.

Like Greens parties around the world, the Victorian Greens are founded upon four pillars: ecological sustainability, grassroots democracy, social justice and peace and non-violence. The Greens are much more than an environmental party. While promoting meaningful and commonsense 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.

The Victorian Greens run and elect candidates in federal, state and local elections in the state of Victoria. We have an ambitious vision for the future of progressive politics in Victoria, and are looking for a new State Director to help us achieve our goals.

CORE RESPONSIBILITIES

1. Provide high-level political, strategic, campaign and management advice and assistance to party office bearers and governance committees.
2. Implement party decisions and strategies through the direction of State Office activity and staff, including campaign activity and party administration.
3. Supervise and manage the Victorian Greens' staff, operational systems and financial resources within approved budgets.
4. Manage all key stakeholder relationships including liaising with the offices of elected representatives, the Australian Greens, other political parties, electoral bodies, partner organisations and other state and territory Greens parties.
5. Monitor and report on financial and operational matters.
6. Oversee a fundraising strategy, by strengthening relationships with key donors and building a sustainable fundraising model for the organisation.
7. Grow the strength and size of the Greens movement in Victoria, including expanding membership, volunteers and our supporter base.
8. Oversee the direction, strategy development and implementation of our political campaigns to increase our representation in Parliaments on a Federal, State and local level.
9. Support and actively assist office bearers and party bodies to ensure best-practice complaints handling procedures compliant with the party's rules are applied.

SELECTION CRITERIA

1. Experience working in a leadership role within a political party, non-government organisation or other incorporated association, including providing guidance to management committees and setting strategic direction for organisations and campaigns.
2. Demonstrated skills in internal and external stakeholder management and engagement, including consultation, advocacy and negotiation.
3. Demonstrated ability to manage resources in a fast-paced environment including finances, budgetary processes, staff and volunteers.
4. High-level communications, movement-building and political campaigning experience.
5. Experience in non-profit fundraising, especially major donor relationship management and oversight of sustainable fundraising program
6. Demonstrated skills in understanding, applying and enforcing organisational rules and policies in relation to areas of responsibility.
7. Demonstrated ability to respond to and triage complaints, conflict and other sensitive matters.
8. Commitment to the Greens Charter.

AUTHORITY TO INCUR EXPENSES

The State Director will be responsible for ensuring that the party's finances are well managed and are spent in accordance with the party's decisions and strategic direction and within party approved budgets. Together with the State Treasurer and the Operations Manager, the State Director will be a signatory on the operating accounts of the party, and, subject to the directions of State Executive and State Council, has the authority to incur expenses within the constraints set by party budgets.

ACCOUNTABILITY

The State Director reports to the State Secretary and is ultimately responsible to State Executive. The State Director will provide management reports to State Executive, and is responsible for ensuring that party management committees receive information and recommendations required for effective decision-making.

ROLE IN THE PARTY

The State Director is responsible for the management of the State Office's operations, resources, assets, staff, volunteers and legal obligations. Freedom to act is governed by agreed goals or plans and regular reporting mechanisms with party officer bearers and governance committees. The State Director will also demonstrate a willingness to develop their understanding of gain an insight into the party's culture, history and strategic direction.

The Victorian Greens are a grassroots political party with democratic, representative and participatory structures and processes. Robust discussion and debate is encouraged about politics, processes, strategy and tactics. However, controversy and contention are a feature of any vibrant political organisation, and the State Director is expected to exercise appropriate judgement in relation to controversies within the Party.

It is expected that the State Director will provide frank and robust advice and express opinions to the party's management committees and office bearers, including on issues that are controversial. However, when relevant representative bodies have made decisions, it is expected that the State Director will support these within the party and publicly. It is not the role of this position to engage in controversies or express opinions about what policies the party should adopt or who should be elected to any office within the party or preselected for any public office.

It is a requirement that the State Director is or becomes a Party member. However, their participation in the Party will be constrained by the requirements of the State Director role. For example, it would not be appropriate for the State Director to hold or contest any elected office in the party or to seek preselection for public office.

The role necessarily involves access to confidential and sensitive information. The State Director is required to sign a confidentiality agreement, and to comply with the highest standards in the protection of AGV information, both during and after their employment.

The position is accountable for the effective performance of the responsibilities listed in the position description.

CONDITIONS

The terms and conditions of employment are to be agreed based on the *Australian Greens Victoria - Australian Services Union Collective Agreement 2015*, as varied in any subsequent agreements to be negotiated from time to time.

APPLY

Enquiries: Willisa Hogarth 0420259877 convenor@vic.greens.org.au

To apply please email a resume and a covering letter addressing the selection criteria above to secretary@vic.greens.org.au. We prefer applications to be submitted as follows: the cover letter and CV in the same file, saved as a PDF, with the name of the file being the applicant's name.

We will read every application and follow up directly if interested. Please be honest and thoughtful in your answers, and detail why you would be particularly well suited to the role, clearly addressing every one of the selection criteria with examples and successes from your experience.

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