

Office of Senator Steele-John, Greens Senator for WA			
Position Description			
Job Title:	Community Organiser	Job Category:	Electorate Officer A
Location:	Perth	Travel:	Occasional Intrastate and Interstate
Salary:	\$80,000 - \$84,000 (pro rata) plus 15% superannuation	Position Type:	4-5 days
Anticipated start date:	Mid October 2019	Further information:	www.greens.org.au
How to Apply			
<p>To apply, please provide responses to the selection criteria (maximum 2 pages), along with your CV (maximum 2 pages) and a brief cover letter noting how your experience is relevant and why you'd be a good fit for the role. All these application documents should be submitted as one PDF file.</p> <p>Applications should be forwarded via email using the subject line: Application – Community Organiser to trish.cowcher@aph.gov.au Inquiries about the position to 08 6245 3310.</p> <p>Applications close 4pm Tuesday 24th September AWST (Perth time).</p> <p>Shortlisted applicants will ideally be available for interview on Tuesday October 1, 2019.</p>			

Job Description
<p>THE POSITION</p> <p>WA Greens Senator Jordon Steele-John is seeking a passionate and engaged person to join his team in the role of Community Organiser, based in his Perth office with occasional travel intrastate and to Canberra.</p> <p>This position will implement the Senator's digital and face-to-face campaign strategy and events in the Senator's key portfolios and campaign priorities, ensuring a strong digital presence.</p> <p>This role works across Senator Steele-John's portfolios: Youth, Disability Rights & Services, Veterans Affairs, Trade and Peace & Disarmament; and includes other priority areas such as Climate Change.</p> <p>PAY AND CONDITIONS</p> <p>The position is offered under the Members of Parliament (Staff) Act 1984, and employment conditions are outlined in the Members of Parliament (Staff) Enterprise Agreement 2016-2019. In addition to the salary, employer-sponsored superannuation of 15% is offered.</p> <p>The position is offered at an Electorate Officer A classification with up to an additional Electorate Staff Allowance. This position is for 12 months (with the possibility of an extension), or until the end of the 46th Parliament. A three-month probation period will apply.</p> <p>KEY WORK AREAS</p>

In consultation with the Campaigns Team Lead, support the in-community delivery of events and campaigns complete with:

- Organising community engagement forums - both online and in person
- Presence at community events in line with strategic objectives
- Digital content opportunities (in consultation with digital team)
- Work with Communications Adviser to identify and engage with local media opportunities.

Assist with the delivery of the Senator's digital campaign strategy including

- Capturing content
- Provide digital support for on-line comments and messaging and assist in the delivery of the office's Digital Interaction Response Strategy
- Utilize digital tools to engage with communities and highlight Senator's work
- Utilize databases and campaign tools to engage community in campaigns related to the Senators work.
- Support the creation of online volunteer teams and programs for the purpose of amplifying priority campaigns

Accompany Senator during WA based community engagement activities, as required

SELECTION CRITERIA

Essential:

1. Demonstrated offline and online project management and campaign skills including
 - volunteer coordination including engaging with online communities via social media, particularly Facebook and Instagram.
2. Experience organising community engagement opportunities and events
3. Experience in working in a digital campaign in a political, community or lobbying organisation
4. Ability to work as part of a team, under pressure and to strict deadlines, with minimal supervision.
5. Commitment to the Australian Greens' principles and Charter.
6. Ability to work effectively with volunteers.

Please note all employees are expected to sign a confidentiality and code of conduct agreement prior to the commencement of their employment.

The Australian Greens actively encourage applications from any interested and qualified people. We don't discriminate on the basis of sex, age, race, religion, sexual orientation, gender identity or disability. We welcome people with culturally and linguistically diverse backgrounds to apply for all our roles. We recognise the richness and value of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to workplaces, policy development and service delivery.