

THE GREENS NSW	
Position title	Campaign Coordinator: Local Government Elections 2020
Salary	\$81,000 - \$96,000 pro rata (commensurate with experience) + super
Location	The Greens NSW state office, Glebe
Position status	Initially part-time, possibly full-time and arrangements to be discussed with the successful applicant. Evenings and weekend work are required.
Position begins	December 2019
Concludes	12 October 2020

About the Greens NSW	The Greens Party movement is based on the four pillars of social equity and economic justice, ecological sustainability, grassroots democracy, and peace, nonviolence and disarmament. Greens parties across the world share these same principles and values. We have 3 MPs in the NSW Upper House and 3 in the Lower House. In the Federal Parliament we have one Lower House MP and 9 Senators.
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Key responsibilities	<p>The key elements of running a successful election campaign project involve the following responsibilities:</p> <ul style="list-style-type: none"> • Project management • Risk and compliance support • Expenditure management • Campaign communications and fundraising support • Campaign organising, learning and development for campaign teams • Materials support • Managing the candidate nominations process • Campaign reporting <p>The successful candidate will demonstrate high level skills in the following areas:</p> <p><u>Project Management</u></p> <ul style="list-style-type: none"> • Identify and maintain an approved program of work in support of the campaign strategy. • Coordinate staff team resources, volunteers and service providers to ensure project outcomes are achieved. • Report project status regularly to the State Manager and relevant Committees. • Communicate regularly with key stakeholders to ensure project outcomes are met. <p><u>Risk and Compliance</u></p> <ul style="list-style-type: none"> • Develop strong relationships with the office team, particularly around electoral compliance, WHS, data and media. • Identify, assess and document broad risks to the campaign and appropriate
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	<p>mitigation strategies.</p> <ul style="list-style-type: none"> • Oversight and manage issues and incidents that occur during the election campaign in accordance with the approved risk management strategies. • Advise on changes to policy, processes and the associated control environment. • Provide status reports on risk issues and the effectiveness of risk mitigation strategies to relevant key stakeholders. <p><u>Expenditure and Reporting</u></p> <ul style="list-style-type: none"> • Manage expenditure in accordance with the approved campaign budget, complying with expenditure and procurement approval policies. <p><u>Campaign Communications and Fundraising support</u></p> <ul style="list-style-type: none"> • Identify suitable content for fundraising opportunities and adequately coordinate the fundraising plan. • Identify key stages in the campaign plan requiring communications support and draft content for approval. • Have a good understanding of media, political and risk issues requiring a communications strategy and how to formulate appropriate responses stakeholders in a fast-paced environment. <p><u>Campaign organising, learning and development for campaign teams</u></p> <ul style="list-style-type: none"> • Motivate, guide, and mentor campaign teams to progress their campaign plans and achieve their goals. • Develop, deliver training and support to candidates and campaigners on key aspects of the campaign. • Provide political and logistical advice to candidates and local campaigners. <p><u>Materials</u></p> <ul style="list-style-type: none"> • Manage and coordinate the preparation, printing, distribution and collation of campaign materials both online and printed. <p><u>Managing the nomination process for candidates</u></p> <ul style="list-style-type: none"> • Manage and coordinate any relevant candidate nomination processes. <p><u>Campaign reporting</u></p> <ul style="list-style-type: none"> • Produce a draft comprehensive post-election evaluation report for consideration by key stakeholders.
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Essential requirements	<p>The Campaign Coordinator must meet the following essential requirements:</p> <ol style="list-style-type: none"> 1. A minimum of 3+ years' experience in a senior, or project management role in large scale elections, or on issues campaigns, delivering to timeframes and within budget in a complex compliance environment. 2. Experience working with the media, both traditional and online. 3. Budget management and good financial literacy. 4. Excellent communication, negotiation and interpersonal skills.
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POSITION DESCRIPTION



	<ol style="list-style-type: none"> 5. Excellent organisational skills in managing competing deadlines. 6. Demonstrated emotional intelligence, problem solving skills and resilience. 7. Detailed knowledge of NSW local government issues and experience in campaigning on these issues with local communities. 8. Well-developed political judgement and a thorough understanding of current Australian and NSW political issues and the political system. 9. An understanding of the Greens and support for the party's principles, policies and decision-making processes. 10. Adept in Microsoft software – Excel, Office, Projects, Word, PowerPoint and various databases. <p>Note: successful candidates must not be a member of another political party.</p>
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Key Relationships	Role	
	State Manager	<ul style="list-style-type: none"> Escalate issues, keep informed, advise and receive instructions. Inspire and motivate team, provide direction and manage performance.
	Work team	<ul style="list-style-type: none"> Participate in meetings to represent work group perspective and share information. Participate in discussions and decisions regarding implementation of innovation and best practice.
	Internal stakeholders and Committees	<ul style="list-style-type: none"> Resolve issues and provide solutions to problems.
	Vendors/service providers	<ul style="list-style-type: none"> Negotiate contracts and service agreements. Manage contracts and monitor provision of service to ensure compliance with contracts and service agreements. Contact to provide and gather information and resolve routine issues.

Work Health & Safety	You must take all reasonable care for yourself and others and comply with any reasonable instructions, policies and procedures relating to work health safety and wellbeing.
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