

LOCAL CAMPAIGN ORGANISER



THE GREENS NSW	
Position title	Local Campaign Organiser
Primary location	The Greens NSW state office, Glebe
Position status	Six-month short-term contract, 28 – 35 hours per week
Position begins	Monday 8 March 2021

About the Greens	<p>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.</p> <p>We have MPs in the NSW Upper House and Lower House. In the Federal Parliament we have a Lower House MP and a significant number of Senators.</p>
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Key Responsibilities	<p>The position has been created to work with seven Greens local government campaigns ranging from the eastern suburbs to the western suburbs of Sydney.</p> <p>Key responsibilities of the Local Campaign Organiser include:</p> <ol style="list-style-type: none">1. Work with each local campaign to understand their campaign plan and goals for the 4 September 2021 local government election.2. Assist each campaign to organise their members and supporters3. for: events; fundraising; doorknocking, phonebanking, letterboxing and polling booth rosters.4. Assist the campaign team organise its social media platforms5. and administer an effective social media presence in the electorate.6. Create basic online content.7. Provide training to local members in online organising systems.8. Engage in persuading others to vote for your candidate.9. Setting realistic goals for voter contact based on the local Greens group capacity and knowledge.10. Supporting local organisers to use systems to run voter contact and volunteer recruitment campaigns including statewide days of action.11. Overseeing data management and facilitating the onboarding of new supporters and volunteers.12. Building volunteer teams in local campaigns.
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Essential Requirements

The Local Campaign Organiser must meet the following essential requirements:

1. A commitment to advancing Greens policies and principles
2. Excellent organisational skills, including time management, attention to detail, and an ability to work under election stress.
3. The ability to work effectively under pressure with a busy and energetic team of paid staff and volunteers under pressure.
4. Excellent interpersonal and communication skills
5. Experience in presenting training one-to-one and in groups.
6. A good understanding of the importance of data management in campaigning.
7. Experience with contact databases
8. Excellent IT skills including email, internet, Microsoft Office, and web-based applications and an ability to manipulate data in spreadsheets.
9. Understanding of NSW and Australian political issues and systems
10. Experience working or volunteering to support an election, social justice, environment, and/ or community campaign.

Preferred experience includes:

1. Experience in working with Not for Profits and membership-driven organisations.
2. Familiarity with CRM systems and database processes.

Note: Successful candidates must not be a member of another political party.

Key Relationships

Operations Manager	<ul style="list-style-type: none"> • Formal employer and supervisor.
Campaign Coordinator	<ul style="list-style-type: none"> • Day to day operational supervisor. Escalate issues, keep informed, advise, and receive instructions.
Internal Stakeholders	<ul style="list-style-type: none"> • Work with Local Groups, political units, committees and Office Bearers to resolve issues and provide solutions to problems.
Work Team	<ul style="list-style-type: none"> • Work collaboratively and inclusively by participating in meetings to share information, innovation and best practice.