



## Tasmanian Greens

### Campaign Manager

#### Position Details

Title:	Campaign Manager
Primary Location:	Tasmanian Greens State Office, Hobart
Status:	Contract until 30 days following the latest election day
Salary:	\$75 000:00 per annum + 9.5% superannuation
Hours:	Full-time, including regular evening and weekend work
Probation:	
Report to:	Party Manager
Position start:	ASAP

#### **ROLE OVERVIEW:**

The Campaign Manager is the primary project manager for the Tasmanian Greens State and Federal Election campaigns, with responsibility for the implementation of the campaign plans.

Working closely with the Campaign Management Team, and reporting to the Party Director, the Campaign Manager plays a key role in crafting the implementation strategy of our election campaigns, and ensuring we have the systems, processes, resources, and internal communications to make the campaign logistics run smoothly.

The Campaign Manager is responsible for the day-to-day, hands-on rollout of all campaign logistics. This includes: managing outreach and advertising strategies; liaising with internal and external stakeholders; candidate care; managing staff; and working closely with the CMT to ensure expenses remain within budget.

As part of the Tasmanian Greens commitment to staff and volunteers wellbeing, the Campaign Manager is responsible for leading a positive tone and culture for the campaign, and being sensitive to the physical and mental wellbeing of staff and volunteers involved in the campaign.

## KEY RESPONSIBILITIES:

- Leading the election campaigns for the Tasmanian Greens in the State and Federal elections.
- Ensuring that volunteers and Neighbourhood Teams have the training, support and resources needed to perform their roles in a safe, timely, high quality, and effective manner that is consistent with the campaign plan
- Coordinating staff and volunteers to ensure all elements of the campaign plan are implemented, including advertising, voter contact, media, direct mail and more
- Collaborating with campaign staff, candidates, the Campaign Management Team, the State MPs office, Senator's offices, Neighbourhood Teams and other groups within the party to ensure all elements of the campaign plan are implemented
- Assisting with campaign fundraising activities, both online and in-person
- Resolving issues as they arise and undertaking stop-gap work where necessary

## KEY COMPETENCIES:

This is a hands-on role. We're looking for someone who has:

- Experience in campaigning, particularly working on election campaigns
- Experience in managing a large, multi-faceted project in a resource-constrained environment with tight deadlines
- Experience in managing staff and volunteers, and working within a large team
- Strong interpersonal skills, including the ability to negotiate
- Excellent written and verbal communication skills and experience in producing communications for a variety of audiences
- Ability to self-manage and delegate
- Ability to stay calm under pressure, be sensitive to others needs in a high pressured environment, and maintain good self care
- Strong political acumen and a commitment to Greens principles

## DESIRABLE SKILLS AND EXPERIENCE:

- Knowledge of the CiviCRM, Rocket, and gVIRS systems
- Knowledge and experience with best-practice voter contact technique, and experience training volunteers in these techniques