

POLICY & PARLIAMENTARY ADVISOR

OFFICE OF GREENS NSW UPPER HOUSE MP ABIGAIL BOYD

Classification	Secretary/Research Assistant
Salary	\$86,957 p.a. pro rata plus allowance of \$8,968
Position type	0.75-0.8 Full time equivalent
Location	NSW Parliament
Contract	Ongoing role with 6 month probationary period

Responsibilities include:

- Planning, developing and executing digital campaigns (including facebook advertising) managing Abigail's digital presence, writing, managing and sending email blasts, coordinating and maintaining our email database (some technical knowledge of databases such as NationBuilder and website building tools would be useful), and managing and creating digital content.
- Managing and building Abigail's brand and executing all communications in line with our overall strategy and messaging.
- Helping to prepare media alerts, releases and op eds, preparing media lines for radio and television and proactively looking for new media opportunities, including responding to media queries and keeping on top of what's happening in the daily media.
- Helping with Abigail's Parliamentary work - including helping to write speeches or questions for Abigail in Parliament.
- Developing, writing and delivering communications materials such as flyers or stickers. This includes design and written copy.
- Working with the team to develop strategy, policy and initiatives.
- Developing and managing stakeholder relationships.
- Co-ordinating Abigail's work with parliamentary committees, inquiries and budget estimates.
- Managing Abigail's diary to coordinate her parliamentary business and legislative work with external engagements.
- You will also be called on to assist with research, issue campaigns and constituent responses on various topics when needed, predominantly related to Abigail's portfolios.

We're looking for someone who:

- Is a strong political communicator, or has communications experience from the progressive/NGO sector. Someone who understands how to craft powerful messages that communicate effectively with our audiences.
- Has some technical knowledge related to facebook business management, websites, design and/or database management.
- Is an excellent written communicator, comfortable writing for many different audiences. You'll be asked to write everything from letters to Ministers and speeches for Parliament, through to writing content for our website and drafting flyers on a range of issues.
- Has an understanding of clear and effective design, with well-developed graphic design skills.
- Has values that align with the Greens' values of social and economic justice, ecological sustainability, peace and disarmament, and grassroots participatory democracy. We're working for a fair society and sustainable economy and expect you to align with this mission.
- Is interested in working in a political/Parliamentary environment and enjoys campaigning to get outcomes on various issues: from global issues like climate change right through to local issues like getting accessibility upgrades to a local train station. Has strategic, analytical and conceptual skills, including an ability to understand the political, social and organisational environment in which Abigail's office operates.
- Is very reliable and organised, self-directed, able to track and manage competing priorities, and meet tight deadlines. We're a fast-paced office with lots of competing priorities and it's important that you're able to work in this environment.
- Is self-motivated. Our team is small, so you'll often have to work by yourself, especially when Abigail is out in Parliament or at events in the community, while still being motivated.
- Has the ability to maintain a positive, friendly and approachable manner with people of all backgrounds and personalities and develop and maintain strong relationships particularly under pressure.
- Has the capacity to comprehend complex issues and quickly adapt to changing circumstances at short-notice.
- Has the ability to maintain strict confidentiality on all issues associated with the office and their duties.

Note:

Secretary/Research Assistants are employees of the New South Wales Parliament, directly accountable to the Member of Parliament in whose office they are employed. Secretary/Research Assistants are required to support the MP, a position that requires a high degree of loyalty, versatility and the ability to maintain confidentiality on behalf of the MP and those who contact the office.