

Office of Senator Larissa Waters			
Job Title	Campaigns and Community Advisor	Job Category	Electorate Officer B
Location	Brisbane	Position Type	Full time, one year contract (parental leave position)
Salary	\$79,251 plus ESA (see below), and 15.4% super	Reports To	Senator Waters and Chief of Staff
Electorate Staff Allowance Points	6 ESA (\$12,297)	Last Reviewed	June 2022

Job description

Senator Waters is seeking a Campaigns and Community Advisor to join her team (see Office Structure below) as a one year parental leave backfill position. The Campaigns and Community Advisor will develop and execute campaigns online and on the ground, working across Senator Waters' portfolios (Democracy and Women), and state-wide and local Queensland campaign issues in collaboration with other Qld Greens MPs.

The Campaigns and Community Advisor will develop and support ongoing local and state-wide campaigns, ensuring that the electorate is informed and engaged with the Senator's work. From messaging strategy and campaign management to content creation and copywriting, this role requires a broad set of skills, the ability to learn quickly and the drive to find new, better ways of creating change. Working with the Media Adviser, the Campaigns Adviser will ensure the work of the Senator and the Greens is communicated to the community and target audiences.

The Campaigns and Community Advisor will be responsible for developing a community engagement strategy and supporting strategic local community campaigns. This will include organising and attending community and stakeholder events. All community outreach work will be done in coordination with other Queensland Greens MPs. The Campaigns and Community Advisor will use databases including CIVI and Rocket, and will supervise any volunteers or other staff assisting with any element of the role.

The position is offered under the *Members of Parliament (Staff) Act 1984* and conditions are outlined in the *Commonwealth Members of Parliament Staff Collective Agreement 2020-23*. In addition to the salary, an additional amount ('electorate staff allowance') is granted in recognition of the long and irregular hours. Generous employer sponsored superannuation of 15.4% also applies.

Roles and responsibilities

1. Develop and execute the campaigns and communications elements of the Senator's portfolio and electorate strategies, including by:
 - a. Creating and rolling out campaign plans,
 - b. Developing messaging including topline and copywriting for campaign emails, petitions and social media
 - c. Identifying new opportunities to achieve the office's campaign goals,
 - d. Ensuring the office's communications and campaigns are best practice
 - e. Planning and managing portfolio, Queensland and local campaign events.
 - f. Proactively pitching ideas to the Senator and senior staff
2. Create and design (or brief a designer to create) campaign collateral, organise printing and manage the Senator's communications budget
3. Develop and execute a community engagement strategy, including by:
 - a. building and maintaining relationships and communication with community groups across Queensland, particularly:
 - i. people and groups associated with the Senator's portfolio work
 - ii. migrant, refugee and CALD communities
 - iii. First Nations communities
 - iv. Local campaigns in specific regions
 - b. building connections with campaigns across Queensland, and work to align campaign outcomes in the Senator's portfolios
 - c. organising community and stakeholder events for the Senator or other Greens' MPs to attend, having regard to busy parliamentary and electorate office schedules.
4. Work with the Media Adviser to manage the Senator's social media presence. The Campaigns and Community Adviser will have responsibility for posting content relating to events and campaigns pertaining to portfolio work and policy announcements.
5. Work with the Office Manager on some constituent support work as required.
6. Liaise with the Queensland Greens state office and other federal elected Qld Greens MPs offices to enable the work of the Senate office to align with the work of other Greens MPs in Queensland so collective electoral and policy goals are met.

Selection criteria

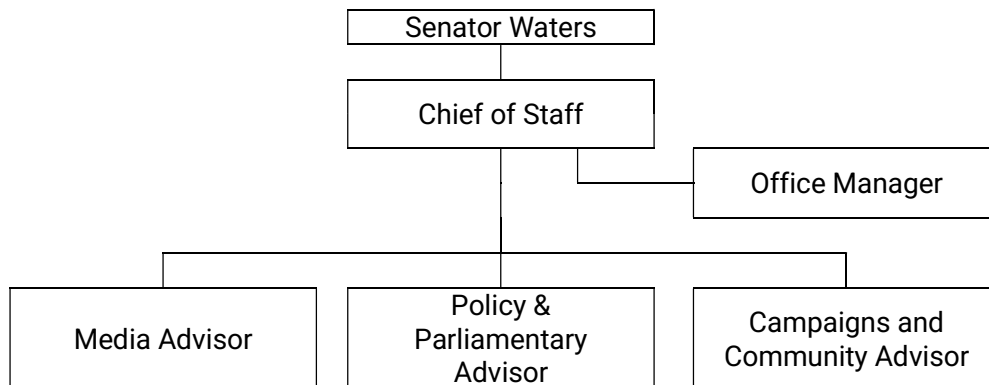
1. Demonstrated experience in campaigning including developing materials, event management, volunteer recruitment and retention, and community organising
2. Demonstrated digital campaign skills, including writing engaging content for emails and social media.
3. Experience managing social media accounts, including scheduling and data analysis - particularly Facebook and Instagram
4. Excellent organisational skills, including demonstrated ability to manage competing priorities and work to tight deadlines in a dynamic environment with minimal supervision.
5. Excellent written, oral and interpersonal communication skills.

6. Capacity to comprehend complex issues, think strategically and adapt to changing circumstances, and exercise sound political judgement.
7. Ability to work as part of a team, under time constraints and strict deadlines.
8. Ability to establish and maintain strong working relationships with a wide cross section of individuals and organisations.
9. Excellent computer skills in word processing, database packages and internet and email programs.
10. Sound knowledge and understanding of Australian Greens' policies and major issues.

Desirable skills and experience

1. Experience or demonstrated understanding of Queensland's specific electoral and political landscape
2. Experience using graphic design software such as Canva (InDesign and Adobe suite a bonus) or experience working with graphic designers and creating a design brief.
3. Experience working or volunteering on election campaigns
4. Driver's license (manual an advantage)

Office structure



** The office may also engage non-ongoing staff to assist with complex casework, community engagement, graphic design or other project work from time to time.*

Senator Waters' office is an inclusive, safe and respectful workplace and equal opportunity employer. All staff will be required to complete anti-bullying, anti-racism and harassment training, and to comply with workplace policies.

All employees are expected to sign a confidentiality agreement and code of conduct prior to commencing their employment. A probationary period of 3 months, with the option of extending by a maximum of two months, will apply.

How to apply

Please send a cover letter of no more than 2 pages addressing the selection criteria and roles and responsibilities, along with your resumé via email to jess.feehely@aph.gov.au by **Wednesday, 6 July 2022.**