

# FED25 MELBOURNE ELECTORATE ORGANISER

<b>Job status</b>	Full-time, fixed-term contract, with some evening and weekend work as required
<b>Classification</b>	Assistant Staff level 3 - starting salary: \$67,049
<b>Hours</b>	Full-time is 32 hours per week "four day" work week
<b>Location</b>	Australian Greens State Office, Melbourne CBD
<b>Position begins</b>	August 1st 2024
<b>Position ends</b>	Two weeks after the next Federal Election
<b>Apply</b>	Email Steph Zalakos <a href="mailto:steph.zalakos@vic.greens.org.au">steph.zalakos@vic.greens.org.au</a> with a CV and Cover Letter addressing why you'd be a good fit for the role. Applications will be accepted on a rolling basis so please apply ASAP. Please use the subject line: "Electorate Organiser Application"

## About this role

Are you passionate about community organising? We are looking for a field organiser to support our federal campaign for Melbourne.

As a field organiser, you'll work closely with the Australian Greens Victoria campaign team and your local electorate campaign team to implement a field strategy within the seat of Melbourne..

You will build a team to support our movement to have meaningful and persuasive conversations within your electorate. You will be implementing four key elements of our election campaign at a local level; (a) volunteer recruitment and activation, (b) voter contact coordination, (c) leadership development, and (d) training. As the campaign progresses, further staff may be hired depending on location.

This isn't your average job: you'll often work weekends and evenings instead of weekdays, and you'll need to be self-motivated and flexible – but you'll meet amazing Greens members from all walks of life, and make a real difference growing the political party that stands up for what matters. If you enjoy working with people and are passionate about building a progressive future, you'll love this job.

The next federal election could happen anytime from August 2024 until May 2025. This election presents a crucial opportunity to put the Greens in the balance of power in the lower house and re-elect Greens Senator Steph Hodgins-May.

### You will be responsible for:

- ▲ **Develop and manage a volunteer leadership team:** Build a team of local volunteer leaders, develop their skills and support them with training, team meetings and regular 1:1 meetings.
- ▲ **Recruit and activate volunteers:** Alongside your volunteer leadership team, execute a volunteer recruitment strategy that will allow us to grow our movement and maximise the number of volunteers directly speaking to voters at their doors, over the phone and at polling booths.
- ▲ **Facilitate voter contact:** Through the volunteer teams you have established, oversee the execution of our voter contact strategy, including supporting voter and volunteer calling parties, door knocking events and data management.
- ▲ **Event management:** Assist the other campaign staff with the organisation of large events like campaign launches, community forums and fundraising dinners.
- ▲ **Manage and report on campaign data:** Initially lead on ensuring campaign supporter and voter data is kept up to date and secure and provide weekly progress reports regarding key KPIs, and write an evaluation report in the weeks following the campaign.

## Selection criteria

We encourage you to apply even if you don't have all of the relevant skills. We're looking for someone organised and thorough and with passion for our movement, which we prioritise over formal education or qualifications.

We're committed to diversity and supporting the right person to thrive in this role. For a confidential conversation about this role or the recruitment process, please contact James Temple via [james.temple@vic.greens.org.au](mailto:james.temple@vic.greens.org.au) or Steph Zalakos via [steph.zalakos@vic.greens.org.au](mailto:steph.zalakos@vic.greens.org.au)

### Key selection criteria

- **Values alignment:** Commitment to the Greens policies, charter and core values - ecological sustainability, grassroots participatory democracy, social justice and peace and non-violence - and a passion for our movement.
- **Strong rapport-building and relationship skills:** You can quickly build and maintain relationships of trust in a local group and broader Greens community.
- **Strong leadership and persuasive communication skills:** You'll be able to inspire people to understand the possibilities of people-powered change and community organising.

- **Experience managing volunteers:** including the ability to build and supervise teams, develop volunteers skills and bring out the best in each individual team member. Experience delivering training would also be highly valued.
- **Outstanding organisational skills:** experience in managing people and logistics to tight deadlines, you thrive in a fast paced environment.
- **Experience applying best practice field campaigning techniques:** from campaigning infrastructure systems (such as CRM's and rostering tools) to organising strategies, to electoral and demographic data analysis and data driven campaigning.

### **Bonus points for**

- **Lived experience** or connections to First Nations justice, racial justice, LGBTQIA+ justice, disability justice or gendered justice movements.
- **Working with volunteers:** Experience in a volunteer- or member-led organisation

## **Why work for the Victorian Greens?**

We offer a friendly, flexible and supportive workplace. Some great reasons to join the Victorian Greens team include:

- ▲ Making a meaningful contribution to the political movement for people and the planet.
- ▲ Flexibility to negotiate working hours and some work from home .
- ▲ Four weeks of annual leave a year, bonus leave between Christmas and New Years Day, and flexible leave for cultural holidays.
- ▲ Above-average personal leave, including additional paid provisions for mental health and domestic and family violence leave.
- ▲ Access to our Employee Assistance Program and wellbeing support.