



Office of Steph Hodgins-May  
Australian Greens Senator for Victoria

## POSITION DESCRIPTION

# Campaign and Community Engagement Officer

**Location:** Melbourne, with occasional travel

**Classification:** Electorate Officer A, non-ongoing

**Work pattern:** 0.6 FTE, or 3 days a week

**Salary range:** \$80,496 (pro-rata), plus 15.4% superannuation

**Reports to:** Chief of Staff

**Start date:** Anticipated start date is mid-January 2025 (negotiable)

**End date:** End of May 2025

### ABOUT STEPH

Steph Hodgins-May is the Australian Greens Senator for Victoria. She took her seat in Parliament in May 2024 and is the Greens spokesperson for Early Childhood Education and Care and Science, Industry and Innovation.

Steph has a background in environmental law, and has been an adviser to the United Nations and the Head of Pacific for a major international not-for-profit, working in strong allyship with Indigenous frontline Pasifika communities for climate justice.

Steph is committed to using her position in the parliament to fight the combined climate and inequality crises, and work with grassroots communities to build collective power.

### ABOUT THE ROLE

This role utilises a strong commitment to The Greens to support Steph's Federal Election campaign. You will work closely with the Community Engagement Manager and the Community Liaison Officer to identify campaigning opportunities, organise events, coordinate campaign materials, and create deep connections with communities.

This role requires strong people skills and attention to detail. It also requires the ability to learn quickly and work collaboratively under pressure.

**In this role the Campaign and Community Engagement Office will:**

- Organise and promote events and campaigning opportunities for the Senator in conjunction with the Greens branches and other Greens representatives
- Create and organise campaign materials including printed collateral and digital content
- Work with the Community Engagement Manager to develop and implement election campaign plans that align with the Victorian Greens and Australian Greens campaign strategy
- Build and maintain strong relationships with Victorian stakeholders, members and supporters on behalf of the senator
- Identify and facilitate opportunities for these stakeholders to connect with the senator and her work in the parliament and the community (including but not limited to meetings, events, and regional trips)
- Work closely with the Victorian Greens Party and the Parliamentary Leader's Office to support the senator's re-election campaign

**SKILLS AND EXPERIENCE REQUIRED**

- Strong organisation, prioritisation and time management skills
- Experience working effectively with a wide range of people, including negotiation and conflict resolution, and the ability to maintain a friendly attitude in difficult conversations
- Experience and interest in building the capacity of others
- Strong written and oral communication skills
- Data management and systems experience
- Demonstrated experience in planning and running successful events
- Ability to work collaboratively and effectively as part of a small team, under time constraints and strict deadlines
- Passion for progressive politics and commitment to Australian Greens' values and policies
- Previous campaign experience with The Greens in Victoria will be highly regarded
- Access to a car and a current driver's licence is desirable

**PAY AND CONDITIONS**

The position is offered under the Members of Parliament (Staff) Act 1984, and employment conditions are outlined in the [Commonwealth Members of Parliament Staff Enterprise Agreement 2024-27](#).

The position is offered at an Electorate Officer A classification with a salary of \$76,022 per annum. In addition to the salary, an additional Electorate Staff Allowance is offered in recognition of long and irregular hours, in lieu of overtime pay. This allowance will be \$4,474 per annum.

A probationary period of three months will apply and may be subject to extension by a maximum of two months. All employees are expected to sign a confidentiality and code of conduct agreement before the commencement of their employment.

Generous employer sponsored superannuation of 15.4% also applies, as does travel allowance for any work-related overnight travel.

The successful applicant will be required to comply with their obligations under the [Behaviour Codes and Standards](#).

## **HOW TO APPLY**

Please email a two-page cover letter addressing the selection criteria and roles and responsibilities, along with your resume, to [victoria@senatorsteph.com](mailto:victoria@senatorsteph.com) by 8 December 2024.

For further information, please contact Victoria Taylor at 0475554027 or [victoria@senatorsteph.com](mailto:victoria@senatorsteph.com), using the subject line: Campaign & Community Engagement Officer enquiry.

*The Australian Greens are an equal opportunity employer. We encourage applications from any interested and qualified people. Aboriginal and Torres Strait Islander people are strongly encouraged to apply. We don't discriminate on the basis of sex, age, race, religion, sexual orientation, gender identity or disability. We welcome people with lived experience of racism and those from diverse communities to apply for all our roles.*

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