

Position Description

Casual Donor Calling Team

About the role

The Greens aim to win more seats at the coming federal election but to do so we must raise more income from donations.

As part of our donor calling team you will engage with our most committed donors to secure critical donations needed for our election campaign.

About you

You are passionate about working on the most pressing political issues of our time and using your conversation skills to create positive change.

To succeed in this role you will enjoy working as part of a passionate team on engaging with our most committed donors to report on the positive change they have enabled so far, and the further change possible with new donations.

Responsibilities

- Undertake donor calling with supporters in a friendly and personable manner in line with the training and scripts provided.
- Record the results of all calls accurately in the systems provided.
- Promptly seek support from the Donor Calling Team Leader on issues and questions raised by supporters.
- Provide regular feedback to the Donor Calling Team Leader about any issues with the effectiveness of the scripted messaging, or systems necessary to support the program.

Selection Criteria

- Demonstrated commitment to the Greens and our campaigns.
- Excellent communication skills.
- Demonstrated experience in phone banking activities.
- Ability to work effectively in a working from home environment.

Location

This role is to be undertaken remotely from home.

Conditions

This is a casual position likely to begin in mid February 2025, subject to an early election not being called, and run through to the federal election. The hours will be variable depending on the volume of calling required and size of the donor calling team. A minimum 3 hour shift will apply to each day engaged. Hours of each shift may run into the early evening.

The position is subject to the conditions of the "The Australian Greens Staff Collective Agreement" and is classified under this agreement as a Support 1 with a casual hourly rate of \$42.61. Superannuation is also paid at the rate of 11.5%.

Our values

The Australian Greens are guided by four key values:

JUSTICE

We are driven by a pursuit of equality, human rights and environmental sustainability.

As the National Office team we:

- Put ourselves in the shoes of others outside our team - people we work with and supporters, so that we can improve what we do and how we communicate.

COURAGE

We tackle the difficult issues to get results and stand up for what is right and fair, even if it's unpopular.

As the National Office team we:

- Give and receive feedback in an open, honest and respectful way
- Create safe spaces for challenging ideas and decisions
- Lean into difficult conversations, meetings, and decisions with constructive contributions
- Approach our work with an open mind, generosity and curiosity

INTEGRITY

We consistently follow clear and documented processes, base decisions on transparent evidence, and champion reforms that ensure politicians are responsive to their constituents.

As the National Office team we:

- Communicate proactively and share information
- Own our mistakes, follow through on our commitments and are thorough in our work
- Recognise our limits and remain open to change

INCLUSIVITY

We reach decisions via consensus, valuing every voice and continually seek ways to increase meaningful, respectful and safe participation.

We select our representatives from a diverse range of communities because we seek to represent all Australians in our policies – especially those who are marginalised from society.

As the National Office team we:

- We actively encourage everyone to have a say
- We routinely check-in on others
- We talk to you, not about you
- We treat all colleagues with kindness and respect.

Applications

The Australian Greens are committed to building a diverse and inclusive team and culture and we welcome applicants from all backgrounds. We encourage Aboriginal and Torres Strait Islander people as well as people of colour, people with a disability, and those of any religion or gender identity to apply. Even if you feel you do not possess all the required skills or experience for the role/s you are interested in, we encourage you to apply and provide us with information on your other relevant or aligned skills.

Applications must include a CV and separate statement addressing all the selection criteria included in this position description.

Applications should be emailed to brett.constable@greens.org.au with the subject line: [your name] – Donor Calling Team application.

Enquiries to Brett Constable at brett.constable@greens.org.au or phone 0408 593 669

The closing date for applications is COB Monday 9 December.