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| **THE GREENS NSW** | |
| **Position title** | Lead Field Organiser – Newcastle Federal Campaign |
| **Salary** | Administration Worker Step 6 $98,826.19 FTE p.a. + 11.5% superannuation. |
| **Location** | The Newcastle Greens office in Hamilton |
| **Position status** | 16 weeks Fixed Term Contract dependent on a May election  (Note: should an early election be called, this contract may be renegotiated to complete at the time of the election) |
| **Commencing** | 27th January 2025 |

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| **About the Greens NSW** | The Greens Party movement is based on the four pillars of social equity and economic justice, ecological sustainability, grassroots democracy, and peace, nonviolence and disarmament. Greens parties across the world share these same principles and values.  In NSW we have 6 Members of Parliament, 2 Senators in the Federal Parliament, and over 70 local government Councillors. We are comprised of 62 local groups across the state. |

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| **Key responsibilities** | This position will work closely with the Newcastle Federal Campaign Manager to coordinate key events and help raise the Greens’ profile and vote in the Newcastle Federal election 2025.  Key responsibilities will include:   1. Devise and implement a strategy to support Newcastle Federal candidate, volunteers and supporters to have 4000 meaningful conversations with voters during the Newcastle Federal Election campaign. 2. Manage the Newcastle Federal Campaign Field Organiser to ensure they meet their goals and targets. 3. Identify, contact and recruit 40 active volunteers to staff doorknocking teams for the Newcastle Federal election campaign. 4. Ensure that all doorknocking team leaders and members are adequately trained. 5. Manage Newcastle Greens’ Nationbuilder customer relations database to support the above activities. 6. Ensure the engagement of culturally and linguistically diverse (CALD) and LGBTQIA+ communities. 7. Produce a post-election evaluation report. 8. Other duties as directed. |

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| **Essential requirements** | The Lead Field Organiser is expected to demonstrate:   1. Proven experience devising and implementing strategies to maximise the number of meaningful conversations during an election campaign. 2. Proven experience in the recruitment, management and training of volunteer resources. 3. Demonstrated commitment to the core principles of The Greens. 4. Understanding of ethical behaviour and business practices, ensuring that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the Newcastle Greens. 5. Demonstrated ability to effectively work within a small team. 6. Demonstrated ability to build effective interpersonal relationships and work collaboratively and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization. 7. Effective communication. Speaking, listening and writing in a clear, thorough and timely manner using appropriate and effective communication tools and technique. 8. Relevant IT skills including the ability to effectively use email, Internet, Microsoft Office, social media and web-based applications. 9. Familiarity with the NationBuilder customer relationship management system would be an advantage. 10. Familiarity with the Greens GVirs, Rocket and CivivCRM systems would be an advantage. 11. A current Working with Children Check or a willingness to obtain one in the first month of employment is essential.   Note: Occasional evening and weekend work will be required.  Successful candidates must not be a member of another political party.  It is expected that the successful candidate will provide their own computer and mobile phone. |

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| **Key relationships** | Newcastle Federal Campaign Manager | Direct line manager. Escalate issues, keep informed, advise, and receive instructions. |
| Chris Kerle  Greens NSW Federal Campaign Coordinator | Escalate issues, keep informed, advise, and receive instructions. |
| Charlotte McCabe  Newcastle Federal Candidate. | Keep informed, advise and support candidate’s objectives. |
| Work team | Work collaboratively and inclusively by participating in meetings to share information, innovation, and best practice. |
| Newcastle Campaign Committee | Work collaboratively and inclusively by participating in meetings to share information, innovation, and best practice. |
| Internal stakeholders | Work with candidates and campaign team to resolve issues and provide solutions to problems. |

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| **Work Health & Safety** | You must take all reasonable care for yourself and others and comply with any reasonable instructions, policies and procedures relating to work health safety and wellbeing. |