

# ACT Greens - Lead Party Organiser

The ACT Greens are seeking a lead party organiser to support the smooth running of the party office, facilitating the involvement of members and building the structures within our neighbourhood teams.

The role extends to the building of strategic internal networks between party members, volunteers, and supporters as well as liaising Greens members of the ACT Legislative Assembly.

In addition, it provides opportunities to build networks and support across the Greens locally and nationally. It offers a degree of autonomy to initiate, develop and implement individual projects within the ACT Greens.

The position would initially be working with and reporting to the ACT Greens Convenor with flexibility with working days and hours. It is expected that the role may involve the provision of assistance in completing administrative tasks required of the party.

It is anticipated that the role will require some after hours and weekend work on some occasions.

**This is a full time position at \$59,250 pa + 9.5% super.**

## Responsibilities

### Communications

#### To assist in the development of communications plan and strategies

- To consult with communications staff to prepare materials for external stakeholders, such as media and supporters, designed for effective communication by the ACT Greens.
- To work with volunteer coordinators on the development and dissemination of policy documents and campaign materials to volunteers and supporters.

### Strategy

#### Develop and maintain neighbourhood teams in key areas

- Develop, implement and monitor strategic plans around organising and mobilising neighbourhood teams to achieve specific electoral goals
- Maintain regular communication with neighbourhood team organisers to facilitate with planning, answer questions, respond to concerns, investigate unmet needs etc.
- Attend key meetings when necessary to help overcome obstacles or inertia or respond to queries
- Provide training or additional support to teams on a needs basis
- Attend events with teams where necessary to provide support (e.g. doorknocking, flyering etc.)
- Establish activity measures and measurements of accountability within neighbourhood teams

#### Develop and conduct trainings for members and supporters as required including:

- Identifying areas of need
- Sourcing trainers to provide the training to members and supporters
- Recruiting and promoting training to members and supporters
- Providing followup to ensure training is implemented by those who receive it
- Coordinating the implementation of practices designed to address areas of need

#### Support membership secretary in growing and maintaining membership by

- Identifying new members who require induction and/or contact to become active
- Identifying members who are at risk of lapsing, have lapsed or need re-engagement
- Identifying opportunities to recruit new members
- Developing systems and processes to address the objective of growing the membership base

#### Implement and manage campaigns as required

(including but not limited to supporting election campaigns in other states, running single issue campaigns and our ACT election campaigns etc.)

- Identifying and producing / acquiring materials and resources

- Recruiting and supporting volunteers to implement the campaign
- Liaising with relevant MPs or state offices as required, particularly around the campaign program
- Identifying training or growth opportunities for volunteers through the campaign and facilitating their engagement.

#### **Provision of analysis and evaluation of campaign activities**

- To monitor and report on the impact of party campaigns and communications
- To provide advice and recommendations on party strategy to improve outcomes
- To liaise with interstate campaign staff to coordinate analysis
- Establishing activity measures and measures of accountability

### **Administration**

#### **Office**

- Assist in the management of correspondence received and sent via the office, including via phone, email and letter.
- Assist in the upkeep of membership records and the processing of new applications for membership and membership renewals
- Assist in the management of the ACT Green's online presence, including the drafting of emails to supporters, updates to the ACT Greens website and social media channels.
- Develop systems and processes to ensure a high work standard

#### **Events and Meetings**

- Plan and organise event logistics as required
- Assist in the planning and promotion of events for supporters and members
- Represent the ACT Greens at seminars, conventions, public hearings and forums designed to discuss policy issues

### **Skills and Expertise**

#### **Experience**

- Experience in an organiser role, designing, running and winning grassroots campaigns
- A thorough understanding of the Australian political context.
- Awareness of party structure and operations of the Greens.
- Experience of working with or in a political, community or lobbying organization.
- A commitment to progressive issues and campaigning
- Excellent written, proofreading and interpersonal communication skills.
- Knowledge of Greens policies and values

#### **Qualifications**

- Relevant tertiary qualifications (eg. management, law, economics, or politics), and/or;
- Relevant work experience and training in a similar role, with campaign and party experience a plus
- Formal and continuous on-the-job training is anticipated and will be provided.

**Please contact Michael Mazengarb on 0401 618 115 for questions or more information.**

**Applications should include a current CV and a 2-page statement against the position requirements. Please email applications to [convenor@act.greens.org.au](mailto:convenor@act.greens.org.au)**