

AUSTRALIAN GREENS VICTORIA

Position Description – Field Director

POSITION DETAILS

Position title	Field Director
Primary location	Victorian Greens State Office, Melbourne CBD
Status	Fixed contract until 21 December 2018, with potential extension to May 2019 if a federal election has not occurred before this date
Remuneration	Contract rate of \$2,827 a fortnight, with additional 10% superannuation
Primary hours	Full-time, including evening and weekend work
Probation	A three-month probationary period applies
Reports to	Head of Campaigns
Position begins	April 2018

ABOUT THE ROLE

Are you passionate about community organising? We are looking for an organiser and a trainer – someone who can support our federal and local council candidates and supporters to have thousands of meaningful and persuasive conversations with Victorian voters throughout 2016. You will be directing and coordinating four key elements of our election campaign; (a) volunteer recruitment, (b) voter contact organising, (c) developing local leadership, and (d) training.

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, travel all over Victoria, and make a real difference to growing the political party that stands up for what matters. If you enjoy working with people and are passionate about building a progressive Australia, you'll love this job.

The Victorian state election will be held on 24 November 2018. The next federal election will happen as early as August 2018 and as late as May 2019.

ABOUT THE VICTORIAN GREENS

We're in the midst of planning for the next state and federal elections in 2018 and 2019. Since our record-breaking increases at the 2014 state election, 2016 federal election and 2016 local government elections, we've increased our representation in by-elections like state Northcote and Geelong City. In the short term, likely by-elections in federal Batman and the City of Melbourne Lord Mayoralty provide further opportunities to win.

The Greens have a proud history of standing up for what is right, not just what is easy or what polls well. Over the course of the last four decades, the Greens have become the third force in Australian politics. Across Australia there are currently Greens representing you at every level of government.

The Greens are much more than an environmental party. While promoting meaningful and common-sense solutions to ensure future generations of Australians have clean air, clean water and clean soil, The Greens are also working in many other areas to champion integrity, decency and fairness. As well as representing constituents, the Greens speak on behalf of those who wouldn't otherwise get much of a say inside parliament: children, refugees, students, individuals and families living in poverty and, of course, our natural environment.

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CORE RESPONSIBILITIES

1. **Volunteer recruitment strategist:** Develop and execute an organising-based volunteer recruitment strategy that develops local leadership and results in the largest number of volunteers speaking to voters at their doors and at polling booths.
2. **Voter contact strategist:** Develop and overseeing the execution of a voter contact strategy including supporting local field plan development, coordinating major field milestones such as days of action and developing voter contact resources.
3. **Develop and manage a team of up to 10 organisers:** including regular planning and field tactic coordination workshops and skill based trainings for electorate based staff.
4. **Develop and coordinate training calendar:** You'll develop and coordinate a campaign training calendar that supports the campaign aims, strategies, cadence and phases of our campaign. You'll put together and run trainings for candidates, campaign managers and Greens volunteers in campaigning and organising skills.
5. **Staff recruitment support:** Providing support for local campaign staff recruitment including interviews and induction into the campaign.

SELECTION CRITERIA

1. Commitment to the Greens' charter and policies and understanding of the Australian political landscape.
2. Experience in a senior campaigning role, responding strategically to rapidly unfolding issues in a highly sensitive environment and demonstrating sound political judgement under pressure.
3. Demonstrated skills coordinating large-scale projects including working with multiple stakeholders, adhering to sign off processes and work to tight deadlines to deliver outcomes in a dynamic environment.
4. Strong rapport-building and relationship skills. You can effectively build and maintain relationships and be a trusted ally amongst Greens MPs, members and branches from all parts of Victoria.
5. Experience in managing a team, including the ability to build and supervise teams, develop staff and bring out the best in each individual team member.
6. Exceptional communication skills, including as being able to craft compelling written materials and to deliver a persuasive message verbally.
7. Experience applying best practice field campaigning techniques: from campaigning infrastructure systems, to organising strategies, to electoral and demographic data analysis and data driven campaigning.
8. Experience working with and getting the best out of volunteers including developing and presenting training for diverse groups at a range of scales.

APPLY

Applications close midnight, **Thursday 22 March 2018**. For all enquiries please contact Naomi Blackburn on (03) 9912 2992 and state that you are enquiring about the Field Director role.

To apply please email a resume and covering letter addressing the selection criteria located above to applications@vic.greens.org.au. Please submit the cover letter and CV in the same file, saved as a PDF, and the name of the file as the applicant's name and role.

We will read every application, and should you be successful in your application, we will contact you to arrange an interview. Please be honest and thoughtful in your answers, and detail why you would be particularly well suited to the role, clearly addressing every one of the selection criteria with examples and successes from your experience. Please limit your cover letter to 2-4 pages.

The Greens are an equal opportunity employer, which means we strongly encourage any interested and qualified parties to apply – we don't discriminate based on age, race, religion, sexual orientation, gender identity or disability.