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| **GREENS NSW** | |
| **Position title** | Campaign Manager - Newcastle Federal Campaign |
| **Salary** | Administration Worker Step 6 $98,826.19 FTE p.a. + 11.5% superannuation |
| **Location** | Newcastle Greens Office  21 Gordon Avenue, Hamilton, 2303 |
| **Position status** | 18 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** | 13 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. |

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| **Key responsibilities** | This position will manage the Newcastle Greens’ Federal Election Campaign to coordinate key events and help to raise the Greens’ profile and vote in the Newcastle Electorate in the Federal election 2025.  Key responsibilities will include:   1. Implement Newcastle Greens Campaign Committee’s electoral strategy and support our Newcastle candidate. 2. Manage paid electoral staff and key volunteer roles to ensure they meet their targets as set out by the Newcastle Greens Campaign Committee including:    1. Paid Staff       1. Volunteer Organiser       2. Assistant Volunteer Organiser       3. Digital Campaigner       4. Fundraiser    2. Key Volunteer Roles       1. Materials production       2. Poster distribution       3. Letterboxing       4. Stalls       5. Campaign website       6. Social media campaign       7. Traditional media campaign. 3. Manage the Candidate’s event schedule and campaign events 4. Organise volunteers to ensure that all pre-poll and poll booths are staffed. 5. Report weekly progress to the Newcastle Greens Campaign Committee. 6. Work collaboratively with the Camapign Treasurer to ensure campaign expenditure remains within the campaign budget and to ensure full compliance with electoral legislation. 7. Manage Newcastle Greens’ election campaign database to support the campaign’s activities. 8. Ensure the engagement of culturally and linguistically diverse (CALD) and LGBTQIA+ communities. 9. Produce a post-election evaluation report. 10. Other duties as directed. |

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| **Essential Requirements** | The Campaign Manager is expected to demonstrate:   1. Extensive knowledge of, and experience in, managing staff and volunteers in election campaigns. 2. Experience managing financial resources including delivery of a balanced budget. 3. Experience leading, managing and motivating a high performing team of paid and volunteer staff. 4. Ability to work effectively and calmly under pressure with competing deadlines. 5. Demonstrated commitment to the core principles of The Greens. 6. Understanding of ethical behaviour and business practices, ensuring that one’s own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the Newcastle Greens. 7. Demonstrated ability to build effective interpersonal relationships, work collaboratively and maintain positive working relationships with others, both internally and externally, to achieve the goals of the campaign. 8. Effective communication. Speaking, listening and writing in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. 9. Relevant IT skills including the ability to effectively use email, Internet, Microsoft Office, Social Media and web-based applications. 10. Familiarity with Newcastle Greens election management systems including NationBuilder , CiviCRM, Gvirs and Rocket. 11. A commitment to The Greens and to advancing Greens policies and principles including an understanding of the Greens and support for the party’s principles, policies, and decision-making processes. 12. Understanding of NSW and Australian political issues and the political system. 13. Excellent organisational skills in managing competing priorities and deadlines.   Demonstrated emotional intelligence, problem-solving skills and resilience.   1. A current Working with Children Check or a willingness to obtain one in the first month of employment 2. Experience with the Greens NSW system of ensuring consistency with electoral commission compliance regulations.   Successful candidates must not be a member of another political party. |

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| **Key relationships** | Cathy Burgess  Newcastle Greens Campaign Coordinator | Direct line manager. Day to day management of tasks. 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. |
| Graham Whittall  Campaign Treasurer | Keep informed of expenditure against budget. |
| Newcastle Campaign Committee | Work collaboratively and inclusively by participating in meetings to share information, innovation, and best practice. |
| Internal stakeholders | Work with others on the campaign 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. |