

FED25 ELECTORATE LEAD ORGANISER

Job status	Full-time, fixed-term contract, with some evening and weekend work as required
Classification	Assistant Staff level 3 - Professional Staff level 4, starting salary: \$67,049-73,353
Hours	Full-time is 32 hours per week "four day" work week"
Location	Australian Greens State Office, Melbourne CBD
Position begins	April or May 2024
Position ends	Two weeks after the next Federal Election
Apply	Please complete this form , attaching your CV and cover letter addressing why you're a good fit for the role, before midnight February 28th

About this role

The Victorian Greens are looking for an experienced and passionate Electorate Lead Organiser to build a winning, grassroots field campaign in a single electorate. This role is the senior organising coordinator responsible for developing and implementing, in collaboration with the Field Manager, the field plan for their electorate. They will report to the Electorate Campaign Manager and take leadership over future organising staffing plans, management and recruitment in service of the field goals.

The Victorian Greens are a political party based on four key principles: ecological sustainability, grassroots democracy, social justice and peace and non-violence. Our movement is focused on delivering the plans we need to ensure that everyone has a good life. We're committed to ensuring that all people are treated equally, that our environment is protected, and that big donors can no longer buy the influence of politicians and governments.

You will be responsible for:

- ▲ Development and coordination of our field campaign strategy in a specific electorate.

- ▲ Training local field organisers and key volunteers.
- ▲ Leading a team of local field organisers to deliver the field campaign strategy.
- ▲ Development of training materials for the target seat campaign.
- ▲ Regular and clear communications with campaign teams and staff.
- ▲ Running large training sessions and events to build up our movement.
- ▲ Data management and reporting within the electorate.
- ▲ Managing all regular volunteer recruitment and voter contact activities including doorknocks, phonebanks, debriefs, data entry and all other supporting events.
- ▲ Other tasks as required by the Electorate Campaign Manager.

Selection criteria

We encourage you to apply even if you don't have all of the relevant skills. We're looking for someone organised and thorough and with passion for our movement, which we prioritise over formal education or qualifications.

We're committed to diversity and supporting the right person to thrive in this role. For a confidential conversation about this role or the recruitment process, please contact Jessica Wheelock or James Temple.

Key selection criteria

- **Values alignment:** Commitment to the Greens policies, charter and core values - ecological sustainability, grassroots participatory democracy, social justice and peace and non-violence - and a passion for our movement.
- **Management experience:** Experience managing staff, volunteers and/or interns.
- **Field campaigning experience:** Experience in best practice field campaigning, especially doorknocking and other types of persuasive voter contact
- **Experience in training:** Demonstrated experience in developing training resources, guides and materials as well as delivering volunteer training events.
- **Team work/rapport building skills:** Experience in working in various teams, especially working well with others in a busy and ever-changing environment.
- **Outcomes-driven:** Demonstrated experience in solving problems, meeting goals and achieving results under time pressure.
- **Judgement:** Commitment to discretion, confidentiality and sound political judgement.

Bonus points for

- **Lived experience** or connections to First Nations justice, racial justice, LGBTQIA+ justice, disability justice or gendered justice movements.
- **Working with volunteers:** Experience in a volunteer- or member-led organisation

Why work for the Victorian Greens?

We offer a friendly, flexible and supportive workplace. Some great reasons to join the Victorian Greens team include:

- ▲ Making a meaningful contribution to the political movement for people and the planet.
- ▲ Flexibility to negotiate working hours and some work from home .
- ▲ Four weeks of annual leave a year, bonus leave between Christmas and New Years Day, and flexible leave for cultural holidays.
- ▲ Above-average personal leave, including additional paid provisions for mental health and domestic and family violence leave.
- ▲ Access to our Employee Assistance Program and wellbeing support.