



Senator Mehreen Faruqi

Office of Senator for NSW, Dr Mehreen Faruqi			
Job Title:	Campaigns & Community Organiser	Job Category:	Electorate Officer A
Location:	Sydney	Travel:	As required
Salary Range:	\$50,956 - \$68,452 (pro rata)	Position Type:	Part time (2 day)
Superannuation:	15.4%	Reports To:	Chief of Staff
Further Information:	senator.faruqi@aph.gov.au	Last Reviewed:	01/2021

Job Description
<p>THE POSITION</p> <p>The Campaigns and Community Organiser (CCO) will organise and roll out campaigns of the Senator and the Australian Greens, and ensure successful engagement with target audiences in the community.</p> <p>The CCO will work with the Chief of Staff and the Campaigns & Communications Adviser to execute campaigns, boost outreach and community engagement, and build and maintain good relationships with stakeholders and the community. They will be required to assist with the coordination of events and functions, including community meetings and public engagements, as well as identify campaign opportunities across the Senator's portfolio areas, with focuses on anti-racism, animal welfare and education. A good working knowledge of Australian politics and activism will be important.</p> <p>The CCO will also work with the Chief of Staff and the Office Manager to ensure the smooth operation of the office as needed.</p> <p>If you feel you meet most, but not all, of the selection criteria, please do not be dissuaded from applying.</p> <p>People of culturally diverse backgrounds are actively encouraged to apply.</p> <p>For further information, do not hesitate to contact Senator Faruqi's office: senator.faruqi@aph.gov.au</p> <p>PAY and CONDITIONS</p> <p>The position is offered under the <i>Members of Parliament (Staff) Act 1984</i>. Employment conditions are outlined in the Commonwealth Members of Parliament Staff Collective Agreement 2016–2019. In addition to your salary, generous employer-sponsored superannuation of 15.4% is offered.</p> <p>The position is offered at an Electorate Officer A classification: \$50,956 - \$68,452, pro rata. This is an ongoing position.</p> <p>ROLES and RESPONSIBILITIES</p> <ol style="list-style-type: none">1. Develop and roll out campaigns in coordination with the Campaigns & Communications Adviser and under the direction of the Chief of Staff.

2. Progress the Senator's objectives by working with key stakeholders and community groups, expanding outreach and engaging with the community.
3. Organise events and meetings and assist the Senator at such events.
4. Assist in the management of the Senator's office in Sydney.
5. Be a point of contact for people contacting the Senator's office and help facilitate and build engagement between the public and the work of the Senator and the Greens.
6. Contribute to the office's campaign planning.
7. Proactively pitch ideas to senior staff as appropriate.
8. Other duties as directed by the Senator and Chief of Staff.

SELECTION CRITERIA

1. Highly developed written, oral and interpersonal communication skills, with strong attention to detail.
2. The ability to work as part of a team and manage competing priorities under tight deadlines in a dynamic environment.
3. Experience in organising and managing events.
4. Demonstrated experience in campaigning, including community organising, creation and distribution of materials, and events.
5. Capacity to research and comprehend complex issues, think strategically and adapt flexibly to changing circumstances.
6. A thorough understanding of the Australian political context.
7. Understanding of and commitment to Australian Greens principles and policies.
8. Experience working in a political, community or advocacy organisation.
9. Sound analytical skills, judgment and discretion.
10. Excellent digital literacy, including in word processing, email and across social media platforms.

Please note, all employees are expected to sign a confidentiality and code of conduct agreement prior to the commencement of their employment. A probationary period of 3 months, with the option of extending by a maximum of two months, will apply.