



<b>THE GREENS NSW</b>	
<b>Position title</b>	Federal Election Campaign Coordinator
<b>Salary</b>	\$90,000 - \$110,000 p.a. + 10.5% super You will be employed under the working conditions in the Greens NSW Staff Collective Agreement 2012-2015 or any agreement that supersedes that agreement.
<b>Location</b>	GNSW Office, 263 Broadway, Glebe
<b>Position status</b>	Full time. Evenings and weekend work are required.
<b>Commencing</b>	Immediately.
<b>Concludes</b>	4 weeks after the next federal election.

<b>About the Greens NSW</b>	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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<b>Key responsibilities</b>	<p>Key responsibilities of the Federal Election Campaign Coordinator (FECC) will include:</p> <ol style="list-style-type: none"> <li>1. Coordinate the Greens NSW federal election campaign, possibly to be held as early as August 2021, to achieve our election goals.</li> <li>2. Work closely with the Standing Campaign Committee (SCC) to develop and implement the statewide campaign strategy.</li> <li>3. Support the State Treasurer, Operations Manager and the Finance and Compliance Manager to develop and manage a campaign budget.</li> <li>4. Ensure all policies and procedures are adhered to by the campaign.</li> <li>5. Assist the Operations Manager to coordinate the allocation of tasks for shared Greens NSW teams e.g., data systems teams and oversee the smooth operation of the campaign team.</li> <li>6. Contribute to the development and implementation of the campaign communications strategy.</li> <li>7. Coordinate the preparation, printing, distribution, and collation of campaign materials, both digital and print form.</li> <li>8. Liaise with the National Campaign Management Team (NCMT) to support the GNSW Federal campaign including platform development, briefings,</li> </ol>
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	<p>announcements, advertising, training, and messaging with regard to NSW requirements.</p> <ol style="list-style-type: none"> <li>9. Support GNSW member-groups to undertake preselections for all lower house federal election seats in a timely manner.</li> <li>10. Work with SCC on establishing robust probity and s44 checking processes for HoR candidates, and to assist member-groups with these processes.</li> <li>11. Maintain professional relationships with GNSW stakeholders including the SCC, Greens members, NSW office and campaign staff, office bearers, local campaigners, and candidates.</li> <li>12. Provide political, media and logistical advice to candidates and local campaigners.</li> <li>13. Ensure assistance is provided as needed to the GNSW lead Senate candidate.</li> <li>14. Provide reports at least monthly to the SCC and Operations Manager on the implementation of the campaign plan.</li> <li>15. Develop and deliver training and support to candidates and campaigners.</li> <li>16. Supervise paid and volunteer campaign workers on a day-to-day basis.</li> <li>17. In collaboration with the SCC and Operations Manager recruit federal election campaign staff.</li> <li>18. Provide a comprehensive and detailed post-election report.</li> <li>19. Other duties as required.</li> </ol>
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<p><b>Essential requirements</b></p>	<p>The Federal Election Campaign Coordinator must meet the following essential requirements:</p> <ol style="list-style-type: none"> <li>1. Commitment to the Greens charter and policies.</li> <li>2. Several years’ experience in senior state-wide or national campaigning roles.</li> <li>3. Demonstrated skills coordinating large-scale projects including working with multiple stakeholders, adhering to sign off processes and working to tight deadlines in a dynamic environment.</li> <li>4. Strong rapport-building and relationship skills. You can effectively build and maintain relationships and be a trusted ally amongst candidates, members, local groups, and MPs from all parts of NSW.</li> <li>5. Experience in managing a team, including the ability to build and supervise teams, bringing out the best in each individual team member.</li> <li>6. Demonstrated familiarity with electoral compliance requirements or experience working within a compliance framework.</li> </ol>
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	<ol style="list-style-type: none"> <li>7. Exceptional communication skills, being able to craft compelling written materials and to deliver an effective message verbally.</li> <li>8. Strong understanding of traditional media and social media and demonstrated successful experience working with the media.</li> <li>9. Experience in working with and getting the best out of volunteers.</li> <li>10. Demonstrated high-level strategic thinking and sound political judgment.</li> <li>11. Capacity to adapt to pre-existing campaigning infrastructure systems, and to use that knowledge to develop the best possible field organising, and electoral and demographic data analysis.</li> <li>12. Understanding of data-driven campaigning and the importance of data management to campaigning.</li> <li>13. Understanding of the decision-making structures in Greens NSW and demonstrate an ability to work successfully across multiple reporting requirements.</li> </ol>
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<b>Key relationships</b>	Operations Manager	Reporting to the Operations Manager, you will escalate issues, keep informed, advise and receive instructions.
	Standing Campaign Committee	You will assist the Standing Campaign Committee with strategic and tactical campaign matters covered by your role as directed.
	Work team	You will manage the day-to-day activities of GNSW paid and volunteer campaign workers assigned to you, which may include staff working on HoR campaigns overseen by various local campaign committees.
	Local Government Election Campaign Team	You are expected to work in a collegial and collaborative manner with the existing and expanded LGEC team, bearing in mind that both elections are equally important to GNSW.

<b>Work Health &amp; Safety</b>	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.
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