



POSITION DESCRIPTION:

Field Organiser

Position title: ACT Greens Field Organiser

Classification: \$65,000 full-time equivalent: \$49,823 PA (includes 9.5% superannuation)

Primary location: ACT Greens Office (2/97 Northbourne Avenue, Turner)

Job status: Fixed-term part-time (30 hours per week): 0.7, with the potential option of full-time closer to the election. Consistent evening and weekend work required.

Duration: Until two weeks after the next Federal Election

Supported by: Campaign Manager, Party Director, Lead Organiser

About the role

The Field Organiser is the primary project manager for ACT Greens' campaigns, in both election and non-election periods.

Working closely with elected volunteers in the Campaign Team (CT), the Field Organiser plays a key role in designing, supporting and implementing the way we will communicate our vision for the Federal Seat of Canberra to people in the ACT. This will include managing many aspects of our doorknock and letterboxing strategy, volunteer recruitment and support, and the coordination of a range of data systems.

As part of the Greens' commitment to staff and volunteers wellbeing, the Field Organiser is responsible for leading a positive culture for our campaigns, and being sensitive to the physical and mental wellbeing of staff and volunteers involved.

Key Responsibilities

- Leading the election field strategy, including doorknocking, phonebanking, stalls and volunteer recruitment
- Training and recruiting volunteers to lead field teams
- Coordinating field volunteer training, empowering volunteers to attend and run voter contact events
- Managing databases for volunteer recruitment and voter contact
- Reporting on progress towards field targets
- Working with Neighbourhood Teams to ensure the party is well connected with the ACT community and visible to it

ACT Greens

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- Building the campaigning capacity of the Neighbourhood Teams by ensuring they have the training, support and resources needed to undertake campaigning in a safe, timely, high quality, and effective manner
- Collaborating with staff, candidates, the Campaign Team and different volunteers to ensure the field strategy is delivered
- Contacting new and existing volunteers for a range of purposes
- Working with the Campaign Manager and Field Organiser on tasks arising.

Key Competencies

- Experience in campaigning, particularly working on election campaigns
- Experience in managing people, and working within a diverse team to deliver a range of specific objectives
- Experience delivering trainings, briefing and facilitating group meeting (online and in person)
- Strong interpersonal skills, including the ability to negotiate
- Excellent interpersonal and verbal communication skills and experience in producing communications for a variety of audiences
- Ability to stay calm under pressure, be sensitive to others needs in a high pressured environment, and maintain good self care
- Strong political acumen and a commitment to Greens principles.

Desirable skills and experience

- Knowledge and experience with best-practice voter contact technique
- Experience in training people for campaigning
- Experience in online campaigning
- Ability to work well with a diverse group of volunteers
- Experience managing and improving data systems.

ACT Greens