

THE GREENS NSW

Position title	Campaign Coordinator - Newtown
Salary	\$73, 993.69 (Admin Step 1) to \$86, 490.47 (Admin Step 7) FTE p.a. + 11.5% superannuation.
Location	The Greens NSW office in Camperdown or Newtown Campaign office once established
Position status	Short term contract for up to 35 hours per week until 1 week after the date of the State election.
Commencing	November 2022

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.

In NSW we have six Members of Parliament, two Senators in the Federal Parliament, and 53 local government Councillors. We are comprised of 61 local groups across the state.

About the Newtown electorate

The seat is currently represented by Greens MP Jenny Leong, who was elected to the NSW Parliament in 2015 as the first Member for the new electorate which includes the suburbs Chippendale, Darlington, Enmore, Newtown, Erskineville, Petersham, Lewisham Redfern and Stanmore, as well as parts of Alexandria, Camperdown, Eveleigh, and Marrickville.

Key responsibilities

The Campaign Coordinator is responsible for coordinating the 2023 Newtown State Election Campaign and is governed by the Newtown State Campaign Committee that includes Jenny Leong MP.

Key responsibilities include:

1. Implementing an integrated campaign strategy with the Campaign Committee
2. Reporting as required to the Campaign Committee and Greens NSW
3. Coordinating development and implementation of the campaign communications strategy
4. Coordinating development and implementation of the campaign fundraising strategy
5. Coordinating development and implementation of a Field strategy with the Campaign Organiser and the Campaign Committee

	<ol style="list-style-type: none"> 6. Working collaboratively with the Campaign Committee to manage a balanced campaign budget and full compliance with NSW requirements and electoral laws 7. Developing and maintaining effective professional relationships with Campaign Committee, employed staff, volunteers, local group members, Greens NSW staff and office bearers 8. Day to day line manager for other Campaign staff including directing and leading their work plans 9. Producing a comprehensive post-election evaluation report 10. Ensuring the engagement of culturally and linguistically diverse (CALD) and LGBTQIA+ communities in the Newtown campaign 11. Any other tasks as directed.
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Essential requirements	<p>The Campaign Organiser – Newtown must meet the following essential requirements:</p> <ol style="list-style-type: none"> 1. A commitment to The Greens and the advancement of Greens policies and principles 2. Understanding of NSW and Australian political issues and the political system, and local knowledge about the area covered by the Newtown Electorate. 3. Experience working or volunteering to support an election, social justice, environment, and/or community campaign 4. Excellent interpersonal and communication skills (note any relevant communication skills eg. writing and editing, design and layout, social media) 5. Demonstrated organisational skills with the ability to work effectively under pressure and manage competing priorities and deadlines. 6. The ability to coordinate and work effectively with a busy and energetic team of campaign volunteers 7. Website, social media and database experience (Nation Builder a plus) 8. A Current Working with Children Check. <p>Note: Occasional evening and weekend work and travel within NSW will be required.</p> <p>Successful candidates must not be a member of another political party.</p>
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Key relationships	Operations Manager	Direct line manager
	Newtown Campaign Committee (via delegation)	Operations and workplan supervisor; provide reports, escalate issues, keep informed and advise.
	Work team	Work collaboratively and inclusively by participating in meetings to share information, innovation, and best practice.

	Internal stakeholders	Work closely with Jenny Leong MP, the Greens candidate for the state seat of Newtown, other Greens NSW staff and volunteers
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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.	
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