

The Greens (WA)

KEY SEATS COORDINATOR

About The Greens (WA)

The Greens (WA) are founded upon four pillars: ecological sustainability, grassroots democracy, social justice and peace and non-violence. Over the last thirty years, The Greens have become the third force in Australian politics with Greens elected at every level of Government across the country. We are now hiring staffing roles for our election team, encompassing the 2025 WA State and 2024-5 Federal elections.

We're a progressive and welcoming workplace. Our team enjoys flexible work hours, the opportunity to work from home, professional development opportunities, menstrual, miscarriage, and menopause leave, 12% superannuation, and pay that increases with CPI.

The Greens (WA) are an equal opportunity employer, which means we strongly encourage any interested and qualified parties to apply – we don't discriminate on the basis of age, race, religion, sexual orientation, gender identity or disability. There is no one background we look for in our staff, and we encourage you to submit an application if you feel your experience is transferable, even if you don't meet every single selection criterion.

About The Role

This role will help coordinate our campaigns within the seats the Election Campaign Committee identifies as key to our upcoming Federal and State elections.

This role will be an important part of our success. It will work as part of the Greens (WA) staff team to coordinate, scale, and empower lower house campaign teams to achieve our election goals.

The role is covered by The Greens (WA) Inc Staff Agreement 2020 (or as replaced) and is based in The Greens (WA) office in Perth (with work from home arrangements available).

Salary: Project Support 2 (\$82,814.92pa pro rata + super)

Workload: 0.8 - 1.0 FTE, contract position

Start Date: By negotiation, with possibility of immediate start

Probation period: Two months

End Date: 28th March 2025 OR three weeks after the next Federal Election, whichever is the later

Line Manager: The Greens (WA) State Director

Primary Responsibilities:

In line with the overall campaign strategy as developed by the Election Campaign Committee (ECC), this role will be responsible for coordinating and scaling campaigns in key seats for our 2025 State Election and 2024-5 Federal Election.

The roles and duties will change as the election campaign progresses; in politics it's really true that no two days will be the same! Your work over the length of the campaign will include:

- Working with key seat campaign teams to develop and then implement local election strategies and budgets which will achieve our election goals - which may include tactics like calling, door knocking, community outreach, visibility, polling places, social media, media and materials distribution.
- Driving recruitment and retention of new volunteers to join the election campaign team and help our campaigns achieve massive scale.
- Coordinating and delivering onboarding and training programs for candidates, organisers, and volunteers within the key seats.
- Organising, scheduling, and facilitating regular support opportunities and progress check-ins with key seat candidates and organisers.
- Working collaboratively with polling day staff to ensure our early voting and polling day coverage goals are reached.
- Facilitating access to and empowering volunteers to confidently use systems.
- Supporting lower house teams to contribute towards meeting our fundraising goals.
- Working with the State Director and Communications Coordinator to ensure campaign messaging is embedded into campaign teams, and to identify opportunities for media and social media.
- Identifying trends in our campaign data and integrating them to continuously improve our campaigning.

In this role you will be required to:

- Prioritise workflows to meet the needs of the Election Campaign Committee, through the State Director.
- Compile a report and recommendations for this role at the end of the election campaign for the benefit of future election campaigns.
- Work in accordance with The Greens (WA) Occupational Health and Safety Policy, the Access and Inclusion Policy, The Greens (WA) Confidential Documents Policy, Code of Conduct and other workplace compliance policies and practices.
- Hold a Western Australian Working With Children Check.
- Undertake other duties as directed.

About You

We welcome applications from a range of backgrounds. We know that women and people from underrepresented communities tend to only apply for roles where they meet all the selection criteria, so if you meet most of the criteria below and you can explain how your experience is transferable then we encourage you to think about applying.

Essential criteria

Please address the following criteria by providing examples of how you have demonstrated each point in your previous working or volunteering experience.

- Understanding of and commitment to The Greens (WA) principles, policies and an understanding of the Western Australian political landscape.
- Experience campaigning with a political party or advocacy organisation. You'll have a strong understanding of how to work with people and teams in a campaign environment.
- Strong organisational and problem solving skills, including managing your time in a fast-paced environment, multi-tasking, creating and achieving goals, and finding creative solutions.
- Strong rapport-building and persuasive communication skills. You can build collaborative relationships with, lead, and inspire people from a diverse range of backgrounds.
- Experience in designing and delivering training, or in developing skills in staff or volunteers
- Demonstrated ability to pick up new IT systems quickly.
- Ability to work flexible hours. This role will require regular evening and weekend work.

The following are optional but would make your application really stand out:

- Experience delivering the following field campaign tactics; door-knocking, phone-banking and community events.
- Experience using a Customer Relationship Management system (CRM) such as those used by the Greens (Civi, Rocket, or GVIRS).
- Experience supporting the execution of a fundraising strategy, or developing relationships with potential donors.

Application Process

Please email your resume, a cover letter addressing the selection criteria, and the details of two referees to director@wa.greens.org.au in PDF format. Please name the file "Your Name - Key Seats Coordinator Application" Applications should be received by 9 am (WST) Monday 27th May 2024.

For questions about the role, please contact the State Director on director@wa.greens.org.au.