

# Job Description

## Assistant Campaigner (WA)

<b>Department</b>	Program
<b>Reports to</b>	WA Senior Campaigner
<b>Direct Reports</b>	Nil – works closely with contractors, interns and volunteers
<b>Grade</b>	Grade 7
<b>Status</b>	Fixed-term, Full-time
<b>Location</b>	Perth office, WA (with some work-from-home arrangements possible on request) (Occasional work in unusual hours across time-zones and on weekends, with domestic and international travel as required)

### Role Purpose

The Assistant Campaigner furthers Greenpeace Australia Pacific's (GPAP's) campaign objectives by ensuring the successful implementation and coordination of a given campaign project or projects. This role will have a particular focus on GPAP's work to influence decision makers on environmental issues through lobbying, advocacy, events and public communications, with a particular focus on Western Australia.

A multi-talented generalist, this role is responsible for delivering on a sophisticated strategy to shift Western Australia's reliance on fossil fuels, protect WA's nature, and support a transition to a renewable energy economy. This role functions as part of the Climate and Energy team, while also supporting the Nature team where WA matters are relevant.

The Assistant Campaigner will play a key role on our team to stop the devastating expansion of offshore gas in WA and promote the alternatives of a renewable energy future, and uses campaigning skills to leverage the huge power of our supporters, while maintaining constructive relationships with decision makers and key stakeholders.

This role works closely within the campaign team and cross-organisational teams to ensure the organisational campaign outcomes are achieved. The Assistant Campaigner assists with communications to decision makers, stakeholders, volunteers and supporters; event organisation; coordination with partner and ally groups; report writing; organisation of campaign material content; and facilitating design and printing.

## Greenpeace Mindset

Greenpeace is an independent campaigning organisation, which uses peaceful, creative confrontation to expose global environmental problems, and develop solutions for a green and peaceful future. Our goal is to ensure the ability of the earth to nurture life in all its diversity. That means we want to protect biodiversity in all its forms; prevent pollution and abuse of the earth's ocean, land, air and fresh water; end all nuclear threats, and promote peace, global disarmament and non-violence.

### Key metrics

Strategy, Planning, Development and Implementation

Internal and External Representation and Relationship Management

Research and Analysis

Compliance with Framework Conditions

### Role Responsibilities

#### Strategy, planning, development and implementation

Key Metric	How Success is Measured
Contributed to and participated in campaign strategies	<ul style="list-style-type: none"> <li>Contribute to and coordinate defined projects that contribute to the implementation of agreed campaign strategies</li> <li>Participate in development and implementation of campaign strategies and tactics</li> <li>Provide information to local groups and active supporters on campaign issues</li> <li>Respond quickly to shifts in external campaign circumstances</li> <li>Remain abreast of political and social developments that could impact campaigns and projects</li> </ul>

#### Internal and external representation and relationship management

Key Metric	How Success is Measured
Effectively collaborated & maintained relationships with stakeholders (internal and external)	<ul style="list-style-type: none"> <li>Develop and maintain effective working relationships with GPAP staff, Greenpeace staff internationally, and volunteers and activists</li> <li>Share insights and learnings from project work with colleagues, and other movement partners</li> <li>Effectively and autonomously manage competing priorities in a fast moving campaign context</li> <li>Build and maintain relationships with key organisations, allies, stakeholders and influencers to advance campaign objectives.</li> </ul>

	<ul style="list-style-type: none"> <li>Engage with policy makers to build support for our strategic goals</li> </ul>
<b>Research and Analysis</b>	
<b>Key Metric</b>	<b>How Success is Measured</b>
<b>Provided research support</b>	<ul style="list-style-type: none"> <li>Provide research support to the Program Department</li> <li>Check scientific and factual accuracy of campaign materials and assertions</li> <li>Prepare reports, research and analysis as required.</li> <li>Write high quality, engaging and persuasive copy for a range of audiences</li> </ul>
<b>Compliance with Framework Conditions</b>	
<b>Key Metric</b>	<b>How Success is Measured</b>
<b>Was compliant with Greenpeace policies and did not bring Greenpeace into disrepute</b>	<ul style="list-style-type: none"> <li>Abide by Greenpeace Australia Pacific Code of Conduct and Integrity policies.</li> <li>Ensure that your personal or campaign activities will not bring Greenpeace into disrepute (in case of doubt you will be expected to discuss the issues with the WA Senior Campaigner).</li> </ul>

## Role Requirements

### Knowledge

- Strong understanding of power from a political and business point of view, particularly in WA
- Understanding of environmental and energy policy and how this can shape real world outcomes
- Knowledge and/or experience in state or national campaigning
- Proven knowledge of state and national government process
- Understanding of how to use research, insights and analysis to develop campaign strategies
- Knowledge of the gas industry and energy system, particularly in WA (desirable)

### Skills

- Professionalism and commitment, in particular high-quality planning and organising
- Strategic analysis and the ability to assess points of intervention/leverage to achieve outcomes
- Interpersonal relationship skills, in particular building constructive and long-term relationships with both internal and external parties
- Commitment to teamwork and demonstrable ability, to share skills and knowledge
- Critical thinking skills to understand dynamic scientific, social and political issues
- Problem solving skills, and the ability to create clear, simple solutions
- Excellent communication for a range of audiences and proven copywriting skills
- Ability to self-manage workload and to work to tight deadlines under pressure

- Time management skills, in particular the ability to plan, organise and prioritise multiple projects and maintain tight deadlines.
- Demonstrated understanding of, and experience in, working with volunteers
- A 'can-do' approach
- Flexibility and equanimity as regards changing external circumstances
- Identification with Greenpeace goals and belief in Greenpeace values.

**Experience**

- Minimum 2 years experience of campaigning, community organising, or political lobbying
- Project management experience
- Experience in evidence based research
- Proven ability to build and maintain strategic relationships
- Strong administrative experience with good organisation and planning skills.

<b>Employee Commitment</b>	
Signature:	Date: