

POSITION DESCRIPTION

Community Organiser

Office of Dr Mehreen Faruqi, Deputy Leader of the Australian Greens & Senator for NSW

Position type: 3 days a week; ongoing (Electorate Officer A), with the possibility of additional days

Starting salary range: \$77,071-\$81,594 pro-rata plus an allowance of up to \$14,407

Location: Sydney; some travel within NSW and interstate

Reports to: Chief of Staff

Senator Faruqi is seeking a Community Organiser to join her small, highly collaborative team. The team is committed to being a radical voice in politics, pushing boundaries and working closely with grassroots movements in the fight for racial, social and environmental justice.

Senator Faruqi is the Deputy Leader of the Australian Greens and holds the following portfolios: Animal Welfare, Anti-Racism, Climate Adaptation, Resilience & Emergency Management, International Aid & Global Justice, Republic, and Tertiary Education.

The successful Community Organiser in Senator Faruqi's team will be passionate about working on the most pressing political issues of our time to further the work of the Greens movement. The successful candidate will be responsible for managing the team's community organising and community engagement. This will involve maintaining strong relationships with communities, event planning and management, developing a community engagement strategy, recruiting and activating volunteers, and liaising with the NSW Greens and Australian Greens.

This position will involve some travel within New South Wales and interstate. The role also involves some weekend work and/or irregular hours.

If you feel you meet most, but not all, of the selection criteria, please do not be dissuaded from applying. People of culturally diverse backgrounds are actively encouraged to apply.

Please note all employees are expected to sign a confidentiality agreement and code of conduct prior to commencing their employment. A probationary period of three months will apply and may be subject to extension by a maximum of two months.

Should you have further questions, please contact senator.faruqi@aph.gov.au using the subject line: Community Organiser, or call on (02) 9211 1500.

How to Apply

Please submit a maximum two-page cover letter addressing the selection criteria and your resume.

Responsibilities

1. Develop and implement a targeted community engagement strategy, including plans to recruit and activate volunteers.
2. Organise community engagement activities including events, forums, and functions.
3. Build and maintain strong positive relationships with community members, party members, volunteers and with stakeholders.
4. Work closely with the Communications & Digital Content Adviser and the Policy & Campaigns Adviser to ensure an integrated organising and campaigning strategy.
5. Manage contact databases and other digital assets for community outreach.
6. Provide support and accompany the Senator to events and meetings.
7. Retain flexibility to perform other duties as requested where required.

Selection Criteria

1. Experience in organising with local communities and building grassroots campaigns.
2. Highly developed interpersonal, written and verbal communication skills with an ability to engage with a diverse range of stakeholders and members of the public.
3. Strong rapport-building and relationship skills.
4. Understanding of the Australian political and media landscape is desirable.
5. Highly-developed organisational and time management skills, including flexibility, attention to details, and ability to work with evolving priorities as part of a small team.
8. Ability to work as part of a team as well as independently with minimal supervision.
9. Ability to work irregular hours and weekends.
10. Available to travel within NSW and interstate as required.
11. A drivers licence is highly desirable.
12. A commitment to the Greens' principles and Charter.

Pay & Conditions

The position is offered under the Members of Parliament (Staff) Act 1984, and conditions are outlined in the Commonwealth Members of Parliament Staff Enterprise Agreement 2024-2027.

- Depending on experience, a commencing salary of \$77,071-\$81,594 pro-rata plus an allowance of up to \$14,407, in recognition of additional hours worked
- Generous employer-sponsored superannuation of 15.4%
- Relocation assistance, studies assistance and paid study leave may also be available (subject to eligibility requirements)
- Ongoing training and professional development facilitated by the employment framework
- Travel allowance will be paid for each night of travel required in line with the Commonwealth Members of Parliament Staff Enterprise Agreement 2024-2027
- The position will be based in Sydney and will require some travel interstate, weekend and after-hours work
- This is an ongoing contract and will commence as soon as possible

The Australian Greens are an equal opportunity employer. We encourage applications from any interested and qualified people. Aboriginal and Torres Strait Islander people are strongly encouraged to apply. We don't discriminate on the basis of sex, age, race, religion, sexual orientation, gender identity or disability. We welcome people with lived experience of racism and those from diverse communities to apply for all our roles.