

Position Description: National Manager

About the Australian Greens

The Greens were founded on four pillars: ecological sustainability, grassroots participatory democracy, social justice, and peace and non-violence. We are a significant force in Australian politics with representatives at all levels of government across the country. We have a proud history of standing up for what is right, not just what is easy or what polls well.

The Australian Greens is the entity formed by the confederation of autonomous State and Territory parties, referred to as Member Bodies of the Australian Greens. Governance of the Australian Greens involves representatives of the Member Bodies, the federal party room, and the party's First Nations Network. Governance is achieved through National Conferences conducted twice a year, National Council which meets monthly, National Office Bearers who meet twice a month, and other national committees and working groups.

The national office of the Australian Greens currently comprises around 20 staff working across fundraising, engagement, marketing, systems, campaigning, international development, and operations. As well as servicing the national organisation, the team provides critical functions to support the operations and campaigning of all Member Bodies.

The Australian Greens is a member of the Global Greens via involvement in the Asia Pacific Greens Federation. The Global Greens was formed at a congress of Green Parties from around the world organised by members of the Australian Greens held in Canberra in 2001. The Australian Greens continues to play a significant role in the growth and success of green politics in our region and globally.

About the role

The National Manager is the most senior staff member of the Australian Greens national office and is critical to the leadership of our national team. This position works closely with colleagues in other Member Body offices in addition to the team of the Federal Parliamentary Leader's Office.

As the head of the leadership team of staff of the Australian Greens, you'll contribute high-level skills in strategic planning, project management, risk management and governance oversight with ultimate responsibility for the effective operation of the national office and provide input into federal campaigns through the Campaign Management Team.

You will collaborate closely with National Office Bearers, National Council, and other key national committees and working groups to advise on and implement decisions of National Conference and National Council.

This is a chance to play a crucial role in the continued growth of our political movement.

About you

This is a distinctive role requiring a strategic thinker, an effective leader, a skilled diplomat, and a recognised subject matter expert in organisational management and governance, with a strong commitment to addressing the most pressing political challenges of our time.

You will often work weekends and evenings, and you will need to be self-motivated and flexible. In return you will meet amazing Greens members from all walks of life and make a real difference to growing our Greens movement across the country, and beyond.

If you enjoy working with people and are passionate about building a progressive future within a fast paced and dynamic environment, you will love this job.

In this role you will:

- Lead the staff team of the national office overseeing the day-to-day operations of the party
- Lead the development, implementation, and monitoring of strategic and operational planning in collaboration with relevant party stakeholders
- Oversee the development of the national budget in collaboration with the party treasurer and other relevant party stakeholders
- Oversee the implementation of projects and measures towards achieving the outcomes and goals defined in the party's strategic, campaign, and operational plans
- Oversee the implementation of decisions made by National Conference, National Council, and the Office Bearers
- Provide professional advice and executive support to National Office Bearers, National Council, and other national committees and working groups
- Ensure compliance with all relevant legislation and regulatory obligations, including overseeing reports, and engaging with regulatory bodies
- Oversee the development, implementation, and monitoring of internal policies and procedures
- Contribute to the development and implementation of campaign and election strategies through the Australian Greens Campaign Management Team
- Lead a positive, collaborative, and inclusive work environment within the national office, foster positive working relationships across committees and with critical stakeholders including MPs and their staff, Member Body staff, and volunteers
- Other duties as required

Selection Criteria

Essential

- Demonstrated experience in leadership and organisational management
- Subject matter expertise in one or more of operations and people management, risk management, strategic governance
- Demonstrated experience managing complex stakeholder relationships
- Demonstrated capacity to prioritise competing demands with high level skills in project management
- High level strategic and analytical skills with an ability to apply sound judgement in fast-paced and changing environments
- Excellent communications skills
- Demonstrated experience preparing compliance reports
- Demonstrated experience in budget development and management
- High level skills in people-management including experience managing teams
- Excellent interpersonal skills including the ability to build and maintain effective working relationships with a variety of stakeholders
- Demonstrated understanding of and commitment to Greens' values

Highly desirable

- Experience in election campaigning and strategic communication
- Experience working with a member/volunteer-based not-for-profit
- Experience managing organisational change
- Sound knowledge of the Greens operations and its processes
- Sound knowledge or ability to rapidly acquire knowledge of electoral funding laws and regulations

Successful candidates must not be a member of another political party.

Relationship to others

Directly supervised by: National Co-Convenors (elected roles)

Works closely with: Staff across the National Office, State/Territory offices, the Federal Parliamentary Leaders Office and members of National Council

Directly supervises: All team leaders in the national office (currently four but to increase to five)

Location

This role is to be undertaken remotely from home or as negotiated with the National Co-Convenors.

Conditions

This is a full-time permanent position to commence in January 2027 and will be subject to a six-month probationary period which may be extended.

The position is subject to the conditions of the “The Australian Greens Staff Collective Agreement” and will be employed with a classification under this agreement of Management.

The salary is negotiable, starting from \$175,000 + super.

Superannuation is paid at the rate of 12%.

Applications for less than full-time will be considered for the right applicant.

Applications

The Australian Greens are committed to building a diverse and inclusive team and culture.

We strongly encourage applicants from a diverse range of genders, ages, sexual orientations, cultures, language groups, abilities, and experiences to apply.

Applications must include a CV and a maximum 4-page statement detailing why you are applying and what you can bring to the role with consideration to the selection criteria.

Please include an expected salary range in your application.

Applications should be emailed to convenor@greens.org.au with the subject line: *[your name]* – *National Manager application*.

For enquiries and to request a copy of the candidate pack, email Gemmia Burden and Caroline Atkinson, Australian Greens Co-Convenors - convenor@greens.org.au

The closing date for applications is **Sunday 30 August 2026**.