

THE GREENS NSW

Position title	Campaign Support Officer
Salary	\$91,904 per annum plus 13% superannuation
Location	Flexible Hybrid – Primarily based in our office in Camperdown, NSW
Position status	Full time, fixed term contract until 27 March 2027
Commencing	October 2026

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 7 Members of Parliament, 2 Senators representing NSW in the Federal Parliament, and 71 local government Councillors.

Key responsibilities

This position will work closely with the State Campaign Team to support local campaigns to achieve their campaign goals.

Key responsibilities will include:

1. Supporting and motivating candidates and campaigns via email and phone calls to campaign and use systems and run successful campaigns.
2. Assist local campaigns to achieve key milestones as directed by the Campaign Manager.
3. Supporting local campaigns with compliance tasks and processes.
4. Organising and running training sessions for campaigners and volunteers.
5. Building volunteer teams in local campaigns
6. Other duties as directed

Essential requirements

The Helpdesk Support Officer is expected to meet the following essential requirements:

1. A commitment to the Greens and to advancing Greens policies and principles.
2. Excellent organisational skills, including time management, attention to detail, problem solving skills and an ability to work to campaign deadlines.
3. The ability to work effectively with a busy and energetic team of paid staff and volunteers.
4. Excellent interpersonal and communication skills.

	5. The ability to upskill, support and delegate to other employees and volunteers on the campaign. 6. Experience with online contact management systems. 7. Excellent IT skills including email, internet, Microsoft Office and web-based applications and an ability to manipulate data in spreadsheets. 8. Understanding on NSW and Australian political issues and the political system. 9. Experience working or volunteering to support an election, social justice, environment and/or community campaign. 10. Essential: A current Working with Children Check or a willingness to obtain one in the first month of employment. Note: Occasional evening and weekend work and travel within NSW may be required. Successful candidates must not be a member of another political party.
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Key relationships	Campaign Manager	Direct line manager. Escalate issues, keep informed, advise, and receive instructions.
	State Manager	Escalate issues, keep informed, advise, and receive instructions.
	Work team	Work collaboratively and inclusively by participating in meetings to share information, innovation, and best practice.
	Internal stakeholders	Work with Local Groups, campaign committees and volunteers to resolve issues and provide solutions to problems.

Diversity, Equity, and Inclusion	We are committed to building a diverse, inclusive, and equitable workplace where everyone feels valued, respected, and empowered to contribute. We welcome applications from people of all backgrounds, experiences, identities, and perspectives, including Aboriginal and Torres Strait Islander peoples, people with a disability, culturally and linguistically diverse people, LGBTQIA+ people, and people of all ages. The Greens NSW office is an accessible workplace. Reasonable adjustments and flexible working arrangements are available to support individual needs.
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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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