

POSITION DESCRIPTION - CAMPAIGN MANAGER

THE GREENS NSW	
Position title	Newcastle Greens Campaign Manager - 2027 State Election Campaign
Salary	Project/Campaign Manager Class 6 \$103,788.69 FTE p.a. + 13% superannuation
Location	Newcastle Greens office - 21 Gordon Avenue, Hamilton
Position status	Fixed Term Contract - 14 hours per week for 15 weeks (includes 2 week break between 20 December 2026 and 3 January 2027)
Commencing	Week beginning 30 November 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, two Senators in the Federal Parliament, and 60 local government Councillors. We are comprised of 60 local groups across the state.
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Key responsibilities	This position will report to the Newcastle State Campaign Coordinators and work closely with the Newcastle State Election Campaign Committee to oversee the management of our 2027 State Election Campaign team of paid electoral staff and volunteers and help raise the Greens' profile and vote. Key responsibilities will include: 1. Implement Newcastle Greens Campaign Committee's electoral strategy and support our Newcastle candidate. 2. Manage paid electoral staff and key volunteer roles to ensure they meet their targets as set out by the Newcastle Greens Campaign Committee including: a. Paid Staff ■ Digital Campaign Manager ■ Field Organiser
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	■ Digital Content Creator ■ Fundraiser b. Key Volunteer Roles ■ Materials production ■ Poster distribution ■ Letterboxing ■ Stalls ■ Campaign website ■ Social media campaign ■ Traditional media campaign 3. Manage the Candidate's event schedule and campaign events. 4. Organise volunteers to ensure that all pre-poll and poll booths are staffed. 5. Report weekly progress to the Newcastle Greens Campaign Committee. 6. Work collaboratively with the Campaign Treasurer to ensure campaign expenditure remains within the campaign budget and to ensure full compliance with electoral legislation. 7. Manage Newcastle Greens' election campaign database to support the campaign's activities. 8. Ensure the engagement of culturally and linguistically diverse (CALD) and LGBTQIA+ communities. 9. Produce a post-election evaluation report. 10. Other duties as directed.
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Essential requirements	The Campaign Coordinator must meet the following essential requirements: ● Extensive knowledge of, and experience in managing staff and volunteers in election campaigns. ● Experience managing financial resources including delivery of a balanced budget.
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	• Experience leading, managing and motivating a high performing team of paid and volunteer staff. • Ability to work effectively and calmly under pressure with competing deadlines. • A commitment to The Greens and to advancing Greens policies and principles including an understanding of the Greens and support for the party's principles, policies, and decision-making processes. • Understanding of ethical behaviour and business practices, ensuring that one's own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the Newcastle Greens. • Demonstrated ability to build effective interpersonal relationships, work collaboratively and maintain positive working relationships with others, both internally and externally, to achieve the goals of the campaign. • Effective communication. Speaking, listening and writing in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. • Relevant IT skills including the ability to effectively use email, Internet, Microsoft Office, Social Media and web-based applications. • Familiarity with Newcastle Greens election management systems including NationBuilder , CiviCRM, Gvirs and Rocket. • Understanding of NSW and Australian political issues and the political system • Local knowledge of political issues in Newcastle • Excellent organisational skills in managing competing priorities and deadlines. • Demonstrated emotional intelligence, problem-solving skills and resilience. • A current Working with Children Check or a willingness to obtain one in the first month of employment • Experience with the Greens NSW system of ensuring consistency with electoral commission compliance regulations. Note: Occasional evening and weekend work will be required. Successful candidates must not be a member of another political party. It is expected that the successful candidate will provide their own computer and mobile phone.
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	Direct line manager.
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Key relationships	Cathy Burgess, Milo Kei and Kirsty Jones Newcastle State Campaign Coordinators	Regularly report on progress toward targets. Escalate issues, keep informed, advise, and receive instructions.
	Chris Kerle Campaign Coordinator NSW Greens	Escalate issues, keep informed, advise, and receive instructions.
	Campaign team	Work collaboratively and inclusively with the campaign team and candidates to resolve issues and provide solutions to problems and share information, innovation, and best practice.

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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ABOUT THE ROLE

The Newcastle Greens are seeking a locally based Campaign Manager for 15 weeks part time (14 hours/week) to oversee the management of our 2027 State Election Campaign team of paid electoral staff and volunteers.

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.

The Greens NSW is comprised of 60 local groups across NSW. We currently have four Members of Parliament in the Upper House and three in the Lower House in NSW Parliament. There are 60 Greens Councillors throughout NSW.

The Greens NSW is committed to supporting staff to do their best work and provides the following employee benefits:

- Flexible work arrangements
- Commitment to supporting professional development
- A supportive, creative, and collaborative team culture
- Great office location in Hamilton
- Superannuation contribution of 13%
- Four weeks annual leave with leave loading of 17.5%
- Access to Employee Assistance Program.

KEY RESPONSIBILITIES

The Campaign Manager will work closely with the Newcastle Greens Campaign Co-ordinators to oversee staff and volunteers and help raise the Greens' profile and vote in the 2027 State election campaign.

Key responsibilities will include:

1. Implement Newcastle Greens Campaign Committee's electoral strategy and support our Newcastle candidate.
2. Manage paid electoral staff and key volunteer roles to ensure they meet their targets as set out by the Newcastle Greens Campaign Committee including:
 - a. Paid Staff
 - i. Digital Campaign Manager

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- ii. Field Organiser
 - iii. Digital Content Creator
 - iv. Fundraiser
- b. Key Volunteer Roles
 - i. Materials production
 - ii. Poster distribution
 - iii. Letterboxing
 - iv. Stalls
 - v. Campaign website
 - vi. Social media campaign
 - vii. Traditional media campaign
3. Manage the Candidate's event schedule and campaign events.
4. Organise volunteers to ensure that all pre-poll and poll booths are staffed.
5. Report weekly progress to the Newcastle Greens Campaign Committee.
6. Work collaboratively with the Campaign Treasurer to ensure campaign expenditure remains within the campaign budget and to ensure full compliance with electoral legislation.
7. Manage Newcastle Greens' election campaign database to support the campaign's activities.
8. Ensure the engagement of culturally and linguistically diverse (CALD) and LGBTQIA+ communities.
9. Produce a post-election evaluation report.
10. Other duties as directed.

ESSENTIAL REQUIREMENTS

The Campaign Manager must meet the following essential requirements:

- Extensive knowledge of, and experience in managing staff and volunteers in election campaigns.
- Experience managing financial resources including delivery of a balanced budget.

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- Experience leading, managing and motivating a high performing team of paid and volunteer staff.
- Ability to work effectively and calmly under pressure with competing deadlines.
- A commitment to The Greens and to advancing Greens policies and principles including an understanding of the Greens and support for the party's principles, policies, and decision-making processes.
- Understanding of ethical behaviour and business practices, ensuring that one's own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the Newcastle Greens.
- Demonstrated ability to build effective interpersonal relationships, work collaboratively and maintain positive working relationships with others, both internally and externally, to achieve the goals of the campaign.
- Effective communication. Speaking, listening and writing in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Relevant IT skills including the ability to effectively use email, Internet, Microsoft Office, Social Media and web-based applications.
- Familiarity with Newcastle Greens election management systems including NationBuilder, CiviCRM, Gvirs and Rocket.
- Understanding of NSW and Australian political issues and the political system
- Local knowledge of political issues in Newcastle
- Excellent organisational skills in managing competing priorities and deadlines.
- Demonstrated emotional intelligence, problem-solving skills and resilience.
- A current Working with Children Check or a willingness to obtain one in the first month of employment
- Experience with the Greens NSW system of ensuring consistency with electoral commission compliance regulations.

Note: Occasional evening and weekend work will be required.

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

It is expected that the successful candidate will provide their own computer and mobile phone.

PAY AND CONDITIONS

Salary range: Project/Campaign Manager Class 6 \$103,788.69 FTE p.a. + 13% superannuation

Primary Location: Newcastle Greens office, Hamilton, NSW

Hours: 14 hours per week for 15 weeks

Status: Short term contract

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Position begins: In the week beginning 30th November 2026

Covered by: The Greens NSW Staff Collective Agreement.

For further queries about the role please email cathyburgess22@yahoo.com

HOW TO APPLY

Please submit your application in a single PDF file, including a one-page covering letter addressing the key responsibilities and qualifications, a CV of no more than two pages, and at least two recent work referees.

Email applications to: cathyburgess22@yahoo.com with the subject line: ***Application for Campaign Manager***.

Applications close: Monday 2nd November 2026 - 5 pm.