

SHEFFIELD & ROTHERHAM GREEN PARTY

73 Eskdale Road, Sheffield S6 1SL

www.sheffieldgreenparty.org.uk

Role description for the post of **DEVELOPMENT WORKER**

ROLE SUMMARY

Sheffield & Rotherham Green Party (SRGP) is seeking to recruit a part-time Development Worker for a three year Development Project running from July 2012.

The overall purpose of the job is to move the party forwards by developing its human resources and processes so that it can promote green policies more effectively through its campaigning and electoral activity.

Salary: £30,784 p.a. pro-rata

Hours: 11 per week, negotiable work pattern

CLOSING DATE FOR APPLICATIONS: 5pm Monday 2nd July 2012

WHY SHOULD YOU APPLY?

About us:

The Green Party represents a real alternative to the mainstream parties at a time when people are increasingly jaded with conventional politics, and when our twin agendas of social and environmental justice are more pressing than ever.

SRGP has grown rapidly in the last 10 years and is now one of the largest local Green parties in the north of England. We have two city councillors and regularly win about 10% of the vote across Sheffield in local elections. Our core team of elected officers works with a large number of party members to combine political work with the administration needed to keep the party running. We have active fundraising and campaigning groups, and organise speaker meetings and social events for members and for the public.

We have links with the regional and national party organisations, which will be particularly important in the build-up to the European elections. We have 'street credibility' in our target wards (Central and Broomhill), feature in local newspapers and broadcast media and have an excellent website and growing impact via social media. We employ an administrative worker to assist with maintaining databases and other routine tasks.

About the role:

The role combines visionary forward planning with day to day volunteer support, all designed to enable real progress to be made towards making SRGP into a sustainable, vibrant and resilient organisation. There are no city council elections in 2013, so the next couple of years give us time to reflect and build our capacity and activity.

The broad aims of the Development Project are to expand the membership and improve the membership 'experience', and to make our campaigning and communications more effective and exciting. Through this, and by developing our human and other resources, we intend to boost our share of the vote and ultimately get more councillors elected.

We envisage three phases for the work:

Stage 1: data gathering, diagnosis and feedback (3 - 4 months)

Stage 2: planning and implementation

Stage 3: planning for a sustainable post-Project future.

The postholder will be expected to work flexibly (including some evening and occasional weekend work), and greater flexibility across the 3 year period would be welcome. For instance, we would prefer to "front load" the work, in order to get a head-start in terms of induction, analysis, feedback and planning so that we can move into implementation in autumn 2012. Equally, we would be willing to negotiate periods of extended leave interspersed with more intensive phases of work to suit the post-holder's personal needs and our programme of development.

About you:

You'll be committed to collaborative working in a democratic organisation. With hands-on experience of managing volunteers, you'll be able to work sensitively and constructively with people of all backgrounds and abilities. You will possess the skills to enable others to fulfil their individual roles effectively as part of a coherent and integrated organisation.

You'll be an experienced development worker with a strong track record in leading and implementing strategic and operational changes in voluntary and community organisations. A clear thinker, you can analyse and solve problems creatively and effectively. You will be able to identify where change is needed, and you'll know how to make it happen. Being adaptable but with a firm sense of direction, you'll be able to cope with competing pressures arising from within and outside the organisation.

Enthusiasm for the green movement and an interest in local politics will provide some of what motivates you. Turning equal opportunities and diversity policy into solid outcomes will be second nature to you. Excellent communication skills are essential and your IT skills will be strong too.

You'll have the ability to keep the big picture in mind while focussing on the here and now, and you'll know how help us build on our strengths to become even more effective in achieving our aims. You'll be a welcome addition to our organisation as it continues to develop innovative ways to meet future challenges.

CONTRACT SUMMARY

Contract: Fixed term of up to three years.

Remuneration: £30,784 p.a. pro-rata (£16 per hour) plus home-working allowance.

Hours: Core hours of 11 per week, with a flexible work pattern to be agreed. Some regular evening and occasional evening work will be required.

Holidays: 28 days per year pro-rata. Public holidays are to be included within the total entitlement for this post.

Location: Home based.
A telephone and access to an internet-connected computer are required. The job will involve travel to several work sites in Sheffield and Rotherham. The postholder will be responsible for their own travel arrangements to and between worksites. Occasional travel outside Sheffield and Rotherham may be required.

Accountable to: SRGP membership via Development Group

Line management: Supervisor

Responsible for: nil staff

How to apply: Please either download an application pack from www.sheffieldgreenparty.org.uk or contact jrutnam@phonecoop.coop or phone 0114 230 2520

DUTIES

A. Strategy, planning and development

To work closely with SGRP Development Group, officers, members, councillors, sub-groups and others as appropriate in order to:

1. analyse and assess SRGP's performance as a member organisation and in relation to its aims and objectives as a political party.

2. make recommendations as to how the party's performance may be improved or sustained, for example by identifying resources or changes in practice or such other measures as may be desirable.
3. devise appropriate plans for achieving necessary changes in practice or performance over the lifetime of the Development Project.
4. identify and source the resources required to implement any changes.
5. ensure that work plans are actioned and delivered.
6. conduct an appropriate programme of evaluation of progress and revise action in the light of emerging needs and changing circumstances.
7. enable elected officers and members to develop their skills and work practices and support them so that they can carry out their own roles more effectively and comfortably.
8. improve the party's internal and external communications.
9. construct a plan for the continuing development of SRGP to carry it forward sustainably after the end of the Project.

B. General

1. attend supervision sessions as arranged.
2. take responsibility for personal professional skill development through identifying training or other needs relevant to the post.
3. provide work reports to SRGP member's meetings on a quarterly basis and to the Annual General Meeting.

4. carry out these duties in accordance with SRGP policy and procedures, including its equal opportunities, confidentiality, and privacy policies.
5. take reasonable care of the health and safety of themselves and of others who may be affected by their acts or omissions at work.
6. carry out any other reasonable duties which may arise from time to time and which are compatible with the main purposes of the post as requested the post supervisor.

PERSON SPECIFICATION

Knowledge, skills and experience required:

Essential

- experience of managing volunteers of all skill levels and backgrounds
- proven track record of successful development of organisations in the voluntary or community sector or equivalent
- commitment to collaborative working in a democratic organisation
- ability to think strategically and devise and implement action plans
- experience of turning equal opportunities and diversity policies into meaningful action
- creative approach to problem-solving
- experience of evaluation and monitoring in a comparable context
- interest in green politics
- excellent communication skills across all relevant media
- ability to use IT for data gathering, research, and analysis

- experience of using and developing networks for improving contacts between individuals and organisations and to maximise use of resources
- self-motivation and personal drive
- willingness to negotiate a flexible work pattern

Desirable

- familiarity with Data Protection legislation or willingness to learn
- understanding of local party politics

End

SRGP 05/2012