

Sheffield and Rotherham Green Party

Job Description: Sheffield Central Constituency Campaign Worker

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| Job title | Sheffield Central Constituency Campaign Worker |
| | Full-Time to 15th May 2015 |
| Salary | £21,000 p.a. pro rata |
| Location | Sheffield |
| Job purpose | <p>You are collaborative, analytical, and you always deliver what you say you will. You thrive in a fast paced environment and you are intelligent and focused. You are committed to the beliefs and policies of the Green Party.</p> <p>Your role is to ensure that the Sheffield Central Constituency campaign takes a planned approach and maximises the commitment and time available from Members, Supporters and other volunteers.</p> <p>You will lead on co-creating and keeping up to date key project plans and progress reports, and sharing documentation. You will develop volunteers including growing our Action Days. You will support the improved use of data for canvassing and demographic analysis, and the implementation of NationBuilder. You will support the implementation of a Young Greens plan.</p> <p>You will work in a collaborative way with local Green Party Officers and activists, helping and supporting them.</p> <p>You will help with general support of the candidates, in particular Jillian Creasy, the Central Constituency General Election candidate; including emails, calendar, events, social media.</p> <p>The campaign is short and fast paced so you will be willing to step in to help action or facilitate tasks across the campaign plan.</p> |

Key objectives and accountabilities

In collaboration with local Green Party Officers and activists:

- To co-create project plans, Gantt charts, progress reports and shared project documentation
- To develop volunteers and volunteer pathways
- To lead Action Days
- To support the implementation of NationBuilder and improved use of data for canvassing

Person Specification

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| Experience | <ul style="list-style-type: none">● Working on political campaigns● Project Management● Volunteer coordination● Data manipulation● Social Media |
| Knowledge and skills | <ul style="list-style-type: none">● Excellent communications skills● Understanding and empathy of volunteers and activists● Very good at using technology including Google Apps● Evidence that you can work well under pressure● Evidence that you are an excellent team player and that you can also work under your own steam |