

Scottish Green Party: Edinburgh Branch Edinburgh Council Campaign Support Officer

Below is a job description for a short term contract, running from early-mid January 2017 to just after the election on 4 May 2017. The job is aimed at supporting our team of candidates in Edinburgh and the branch as a whole to deliver our campaign plan and meet our campaign objectives for the council election on 4 May 2017.

JOB DESCRIPTION

JOB TITLE:	Edinburgh Council Campaign Support Officer
ACCOUNTABLE TO:	Nominated person from Edinburgh Branch of the Scottish Green Party. The post will be formally employed through the Scottish Green Party's staffing structure but workplans will agreed and supervision will take place from within the Edinburgh Branch.
PURPOSE OF JOB:	To support the delivery of the Edinburgh Branch council campaign plan for the council elections.
SALARY:	£21,600 per annum (pro rata)
TERMS:	Fixed term contract, start date 9 January 2017 to 12 May 2017
HOURS:	37 hours per week, with flexible working and need for work in evenings and at weekends (organised through TOIL). Job shares welcome.
OTHER TERMS:	25 days annual leave plus 10 public holidays, pro rata
LOCATION OF POST:	Scottish Green Party headquarters, Newhaven Road, Edinburgh.

BACKGROUND TO JOB

Edinburgh Green Party aims to elect at least 11 councillors in the city in 2017 and one in West Lothian. To that end we are specifically targeting 11 of the 17 wards in Edinburgh and one in Linlithgow. All 12 candidates have been selected, with the remaining 6 to be selected early in 2017. A great deal of the ward-based campaign will be delivered by our ward-based local teams.

Since June 2016, a campaign board has been formed and has developed a detailed campaign plan grid. This will form the backbone of the postholder's workplan.

The post-holder will be directly accountable to the Branch through a nominated person from the Campaign Board. However, they will formally be employees of the Scottish Green Party, with standard terms of contract, payroll and pension entitlements and will benefit from sharing ideas and good practice across other branches.

The post-holder will work with, and support, volunteers to deliver a successful election campaign.

MAIN FUNCTIONS

1. Branch campaign board support and organisation

- Play an active part in the branch campaign board and help implement the branch campaign plan.
- Build a network of and support branch and target ward-based organisers and volunteers engaged on specific tasks
- Maintain the campaign diary: key dates and events; and develop a detailed campaign plan for the final 4 weeks
- Ensure branch web and social media presence is kept up to date.
- Ensure compliance with election administration and finance locally
- Support fundraising activity by branch, candidates and local teams
- Support ward teams to have effective canvassing arrangements in target ward areas and capture, storage and use of data.

2. Candidate support

- Develop and implement systems to process incoming requests and to keep candidates regularly informed on campaign activity.
- Identify candidate and local team training needs
- Support candidates in attending hustings and events

3. Local materials development and distribution

- Ensure effective procurement, print-management and distribution to local teams of a range of print materials
- Manage a stock of materials for use on stalls and events
- Support copy-writing for materials and sourcing of photos, graphics and videos
- Organise postal vote letter campaign

4. Local press and media

Support the communications sub-group in developing a comprehensive press plan for the final 4 weeks, specifically:

- Develop series of visits and/or photo-ops for candidates and develop media/social media presence.
- Liaise with MSP team over media opportunities
- Identify story opportunities
- Update community press database

5. Other

The Edinburgh council campaign support officer may be required to carry out other duties as necessary. Such duties shall not be of an unreasonable nature in relation to the overall job purpose.

PERSON SPECIFICATION

The Edinburgh council campaign support officer is a key post in the election campaign. It requires exceptional organisational and team-working skills and the ability to work under pressure with competing priorities.

The successful post-holder(s) will have:

Essential

1. Excellent organising skills and experience of working on large-scale projects
2. Effective communication skills
3. Experience of working with and motivating volunteers
4. Demonstrable experience of and commitment to working within a team, sharing common goals and tasks.
5. Ability to self-organise effectively and to tackle problems in a systematic way.
6. Proficiency with office technology systems, including e-mail, internet/social media, word-processing and spreadsheets/databases

Desirable

7. Experience of working on large campaigns and/or media.
8. Experience of tracking budgets and activities in a systematic way
9. Good working knowledge and understanding of the Scottish political landscape.
10. Candidates should be able to demonstrate a commitment to the aims and values of the Scottish Green Party.

HOW TO APPLY

Please apply by enclosing an up to date curriculum vitae, with a cover letter setting out how you meet different aspects of the person specification and your experience in relation to the job description. Please respond to each element of the person specification in the order in which they appear. **Further information on Edinburgh Greens can be found on our website at www.edinburghgreens.org.uk**

Please write to:
Edinburgh Green Party
Edinburgh Council Campaign Support Officer
Bonnington Mill
72 Newhaven Road
Edinburgh EH6 5QG

Or e-mail at recruitment@edinburghgreens.org.uk, marking it clearly: Edinburgh Council Campaign Support Officer. By 5pm on 25 November 2016

Please note our intention to hold interviews on Monday 5 December 2016.

Queries should be directed to Gavin Corbett on 07718 666480 or gavin.corbett@scottishgreens.org.uk

The Scottish Green Party is an equal opportunities employer. If you require any adjustments to be made to ensure accessibility for your interview, please indicate along with your application.