

Scottish Green Party

LA2022 Campaign Manager

Job title: Campaign Manager (LA elections 2022)

Accountable to: Co-chair, Executive Committee

Accountable for: LA2021 national campaign staff

Purpose of role: To lead delivery of the Scottish Green Party's campaign for the 2021 Council elections, including management of a team of campaign staff

Salary: £29-32,00 based on experience

Terms: Fixed term contract, starting as soon as possible and ending on Friday 27th May

Hours: 37 hours per week, with flexible working

Leave allocation: 25 days annual leave plus 10 public holidays pro-rata

Location of post: Initially home-working, Edinburgh campaign with occasional travel across Scotland

Background to role:

The 2022 Local Authority elections are an opportunity to build on the success of the Scottish Greens' record Holyrood 2021 result by electing Green councillors across the country.

The Campaign Manager will be responsible for planning and delivering the national campaign to achieve this goal, reporting to the Elections & Campaigns Committee (or a working group thereof), who have oversight responsibility for the campaign. They will work closely with candidates, branches and other party bodies. The Campaign Manager will head up a small campaign staff team, complementing the core permanent team already in post.

Main Functions:

1. Staff recruitment and management

- Recruit and manage a campaign staff team as set out in the staffing plan, whose final draft you will have the opportunity to contribute towards
- Manage volunteers working in and for the headquarters staff team
- Support and guide campaign staff in delivering agreed activities
- Develop effective team-working arrangements

2. Campaign Headquarters

- Work with the Operations Manager to set up an effective and efficient national campaign office , subject to public health restrictions
- Oversee the administration of the campaign
- Ensure that Electoral Commission guidelines and the requirements of relevant legislation are followed and work with the Finance Officer and Treasurer to submit required reports in a timely and accurate manner

3. Organisational support and delivery

Take a lead role in implementing the 2022 election campaign plan, including:

- The delivery of events, such as national campaign & manifesto launches, major press events and rallies
- Development, publication and distribution of materials and communications, including the Party Election Broadcast
- Management of national data operations, including maintenance and growth of the supporters email list
- Support local campaign teams to deliver effective canvassing activities in target wards and to securely store and make use of the data collected, in line with GDPR requirements

Take part in discussions and meetings of the Elections & Campaigns Committee (or a working group thereof) which relate to the 2022 election

Support national and local party bodies and teams as required in relation to 2022 election activity.

Contribute to the ongoing development of the campaign strategy and plan

4. Other

The Campaign Manager 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

This is a challenging and rewarding post which requires creativity, drive and exceptional organisational skills. It requires the ability to think quickly, to remain calm and responsive under pressure, and to be sensitive to the needs and concerns of many different people.

The successful post-holder will have:

1. Experience and understanding of election campaigns.
2. At least 2 years' experience in a campaigning organisation or equivalent and of managing substantial budgets
3. Experience of managing staff and volunteers
4. Excellent communication and interpersonal skills
5. Demonstrable project management experience
6. Clear team leadership skills and commitment to working within a team, sharing common goals and tasks.
7. Good working knowledge and understanding of Scottish politics
8. A high level of proficiency with office technology systems, including e-mail, word-processing and databases such as Customer/Contact Relations Managers
9. A commitment to and understanding of the aims and values of the Scottish Green Party.

The successful candidate will be required to sign a confidentiality agreement