

**Scottish Green Party
Conference & Stakeholder
Officer (3 Month Contract)**

JOB TITLE: Conference & Stakeholder Officer

ACCOUNTABLE TO: Operations Manager

PURPOSE OF POST: The post is to support the organisation of Party national or regional events

SALARY £21,600 (pro rata of FTE of 37 hours per week)

HOURS 18.5 hours per week, with flexible working and occasional evening and weekend work as required

OTHER TERMS 25 days annual leave plus 10 public holidays (pro rata)

LOCATION OF POST: Scottish Green Party headquarters, Edinburgh, with flexibility for home-working or in other locations.

BACKGROUND TO POST

The Scottish Green Party is in the midst of a period of significant expansion and wishes to strengthen the organisation of national and regional events as a way of presenting the Party to the wider public and enhancing the engagement and activism of its members.

The post-holder will join a small team of other campaign, development, membership and finance staff.

MAIN FUNCTIONS

1. Conferences & Events

Work with the Operations Manager to deliver national conferences in Spring and Autumn and other events

1. Manage relationships with conference venues
2. Organise conference logistics
3. Monitor budget for conference
4. Market conferences to exhibitors and organisations

5. Market conferences to party members and other interested parties
6. Manage volunteers

2. Stakeholders

Develop the number of external stakeholders that the Scottish Green Party engages with.

1. Manage relationships with external stakeholders
2. Identify and research organisations that may be interested in working with the Scottish Green Party

PERSON SPECIFICATION

This is a challenging and rewarding post which requires creativity, drive and exceptional organisational skills. It requires the ability to manage multiple tasks, and to be sensitive to the needs and concerns of many different people.

The post entails travel across Scotland and the need to work evenings and weekends.

The successful applicant will have:

Experience

1. Demonstrable experience in event management.
2. Experience of working with and motivating volunteers and groups of volunteers

Skills and personal qualities

1. Excellent communication and interpersonal skills
2. Ability to work under minimum supervision
3. Excellent organisational skills.
4. Commitment to working within a team, sharing common goals and tasks.
5. Good working knowledge and understanding of the Scottish political scene, parliamentary processes and policy agenda.
6. Competence in office technology systems, including e-mail, social media, word-processing and spreadsheets/databases
7. A commitment to the aims and values of the Scottish Green Party.