

Campaign Support Officer: Glasgow Branch of the Scottish Green Party

This is an exciting opportunity to work with the Glasgow Greens campaign team to help run a successful election campaign for the upcoming local elections in May 2022. We are aiming to elect at least 10 councillors to Glasgow City Council with our most ambitious local election campaign plan to date.

The 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 Campaign Support Officer will provide administrative and operational support to our volunteer campaign team and our Green candidates to ensure the campaign plan is implemented efficiently and effectively. They will also have a role in helping to communicate to our Glasgow members, with local media, and to the wider public.

Summary

JOB TITLE: Campaign Support Officer (Glasgow Green Party)

REPORTING TO: The post will formally report to the Scottish Green Party Operations Manager. However, day to day supervision and work planning will be supported by a nominated member of the Glasgow Branch Committee and by the Glasgow Campaign Manager.

KEY RELATIONSHIPS: Campaign team volunteers (notably branch co-convenors, Glasgow Campaign manager, and treasurer); branch communications team; target and non-target candidates; local campaign organisers.

PURPOSE OF JOB: To support the delivery of the Glasgow Branch 2022 local elections campaign.

SALARY: £20,800 per annum (pro rata)

TERMS: Fixed term contract until 31 May 2022.

HOURS: 18 hours per week, with flexible working and need for work in evenings and at weekends (organised through TOIL). Job share applications are welcome.

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

LOCATION OF POST: The position will be remote working, but will require some work to be carried out in person in Glasgow, particularly in the few weeks before the election.

Job Description: Roles and responsibilities

1. Campaign support and administration

Working closely with the Glasgow Campaign Manager, Branch Co-Convenors and local organisers, this position will play an active role in supporting the day-to-day operation of the branch campaign. Specifically, this will involve:

- Supporting the execution of the campaign workplan for both the long and short campaigns and maintaining the campaign diary of key dates and events
- Maintaining regular communication and updates to the campaign team, candidates, local teams and wider network of volunteers, including on covid regulations
- Liaising with suppliers on the procurement and distribution to local teams of a range of printed and other materials, including posters, newsletters, rosettes etc
- Maintaining the central online system of plans, resources and documents for use by the campaign team and local volunteers
- Monitoring the volunteer emails and finding roles for new volunteers
- Contributing to a full debrief, lessons learned report and handover notes following the election.

2. Communications

Working closely with the branch communications team, this position will help with communicating to Glasgow party members, as well as build the profile of our issues and candidates with the electorate. Specifically, this will involve:

- Drafting and sending regular email and social media communication to branch members
- Helping to draft and edit content for the Glasgow Greens website, social media accounts, newsletters and printed materials
- Supporting the process of creating printed materials for the campaign, including collating content, timely liaison with the designer and proof-reading final copy
- Coordinating and scheduling regular posts across our branch social media accounts throughout the campaign, including a mix of photos, graphics and video content
- Ensuring that all photos taken as part of the campaign are added to the photo library, and supporting local teams and candidates to develop graphics and content for use on social media where relevant
- Identifying local stories and photo opportunities for candidates and local teams and liaising with MSP and council teams over potential media opportunities.

3. Candidate and local team support

Working closely with the Glasgow Campaign Manager, this position will support local teams across Glasgow to:

- Contact and activate members to participate in the campaign, for example through helping set up phone banking sessions

- Support effective canvassing arrangements for target ward areas, and to capture and use the data for follow up activities and campaigning especially during the final week of the campaign
- Identify any additional areas of support needed, and identify opportunities to support other ward teams, such as on action days or linking up on particular campaigning issues.

This position will also support our team of candidates through:

- Helping coordinate and ensure volunteer support at hustings and events
- Helping find and coordinate volunteers to support with answering emails from the public, including liaising with the national party over standardised responses
- Identify any additional areas of support needed.

4. Finance and fundraising

Working closely with the branch treasurer and campaign lead, this position will help administer systems to track and manage campaign expenditure, and support branch fundraising. This will likely include:

- Helping maintain and update a straightforward expenditure tracking system against the campaign budget and expenditure limits
- Engaging with campaign team members, candidates and local teams to ensure financial procedures are clear and being followed
- Helping to set up and promote online crowdfunders, and coordinate pledges from individual donors.

5. Other

The 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 successful post-holder(s) will have:

Essential

1. Excellent organisational skills, and experience in meeting strict deadlines and managing competing priorities
2. An ability to maintain positive working relationships with a wide range of stakeholders, and experience of working with and motivating volunteers
3. Good written and oral communication skills
4. Demonstrable experience of and commitment to working within a team, sharing common goals and tasks, and making decisions in collaboration with others.
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

7. Demonstrable commitment to the aims and values of the Scottish Green Party.

Desirable

1. Experience of working on election campaigns
2. Experience of using social media for campaigning on local or national social justice or environmental issues
3. Experience of financial administration and tracking expenditure
4. Good working knowledge and understanding of the Scottish/Glasgow political landscape
5. Knowledge of Canva, InDesign, Scribus or other design software

We encourage prospective candidates to think as broadly as possible about their relevant skills and experience. Experience gained through both paid and unpaid work / volunteering will all be considered as evidence for meeting the person specification.

How to Apply

Please apply by enclosing an up to date CV, with a cover letter setting out how you meet the person specification and your experience in relation to the job description. Please ensure these are submitted in an editable format, as documents will be anonymised before selection.

Please email your application to: glasgow@scottishgreens.org.uk by 5pm on Monday 31st January 2022.

Please use "Campaign Support Officer" as your subject line.

It is our intention to hold interviews during the week of 31st January 2022 (provisionally Thursday 3rd February).

Further information on the Glasgow Greens can be found on our website at greens.scot/glasgow. Queries on the role should be directed to Iain (Campaign Lead) on iain.mclarty@scottishgreens.org.uk.

The Scottish Green Party is an equal opportunities employer and we would welcome applications for this position from disabled and Black, Asian and Minority Ethnic candidates, and others from oppressed or underrepresented groups. If you require any adjustments to be made for your interview, please indicate along with your application.