



Office of Steph Hodgins-May
Australian Greens Senator-elect for Victoria

POSITION DESCRIPTION

Community Engagement Manager

Location: Melbourne, with some travel to regional and rural Victoria

Classification: Electorate Officer B, ongoing

Work pattern: Fulltime, with some irregular work hours required

Salary range: \$87,481 to \$91,783 per annum including allowances, plus 15.4% superannuation

Reports to: Chief of Staff

Start date: Anticipated start date late April/Early May 2024 (negotiable)

ABOUT STEPH

Steph has a background in environmental law, and has been an adviser to the United Nations and the Head of Pacific for a major international not-for-profit, working in strong allyship with Indigenous frontline Pasifika communities for climate justice.

In the coming months, Steph will be sworn in as the newest Greens Senator for Victoria. She is committed to using her position in the parliament to fight the combined climate and inequality crises, and work with grassroots communities to build collective power.

She is now recruiting a team of skilled, collaborative and committed people to support her work in the parliament and the community.

ABOUT THE ROLE

Steph is seeking a passionate, organised people person with a strong commitment to The Greens to connect community members and groups with her work in the parliament and her electorate.

From campaigning, to building strong relationships with local communities and supporters, to event and volunteer management, this role requires strong people skills and attention to detail. It also requires the ability to learn quickly and work collaboratively under pressure.

In this role you will:

- Build and maintain strong relationships with Victorian stakeholders, members and supporters on behalf of the senator
- Identify and facilitate opportunities for these stakeholders to connect with the senator and her work in the parliament and the community (including but not limited to meetings, events, regional trips)
- Work closely with the Victorian Greens Party and the Parliamentary Leader's Office to support the senator's re-election campaign
- Support the senator to use her time strategically, including working with the Office Manager to determine diary priorities
- Manage and support office volunteers as/if required

SELECTION CRITERIA

- Strong organisation, prioritisation and time management skills
- Experience working effectively with a wide range of people, including negotiation and conflict resolution, and ability to maintain a friendly attitude in difficult conversations
- Experience and interest in building the capacity of others
- Demonstrated experience in planning and running successful events
- Ability to work collaboratively and effectively as part of a small team, under time constraints and strict deadlines
- Passion for progressive politics and commitment to Australian Greens' values and policies
- Current driver's licence and access to a car
- Previous campaign experience with The Greens in Victoria will be highly regarded

PAY AND CONDITIONS

The position is offered under the Members of Parliament (Staff) Act 1984, and employment conditions are outlined in the [*Members of Parliament \(Staff\) Enterprise Agreement 2020-23*](#).

The position is offered at an Electorate Officer B classification with a salary of \$83,179 per annum. In addition to the salary, an additional Electorate Staff Allowance is offered in recognition of long and irregular hours, in lieu of overtime pay. This allowance will be determined in negotiation with the employee, and will range from \$4,302 to \$8,604 per annum.

A probationary period of three months will apply and may be subject to extension by a maximum of two months. All employees are expected to sign a confidentiality and code of conduct agreement before the commencement of their employment.

Generous employer sponsored superannuation of 15.4% also applies, as does travel allowance for any work-related overnight travel.

The Australian Greens are an equal opportunity employer. We encourage applications from any interested and qualified people. Aboriginal and Torres Strait Islander people are strongly encouraged to apply. We don't discriminate on the basis of sex, age, race, religion, sexual orientation, gender identity or disability. We welcome people with lived experience of racism and those from diverse communities to apply for all our roles.

HOW TO APPLY

Please provide:

1. A cover letter (maximum 2 pages) noting how your experience is relevant and why you'd be a good fit for the role
2. Responses to the selection criteria, and
3. Your resume (maximum 3 pages)

All these application documents should be submitted as one PDF file.

Applications should be submitted via email using the subject line: *Application – Community Engagement Manager* to applications@vic.greens.org.au

Applications close 11.59pm Thursday February 29.

Please note: Shortlisted applicants will be asked to complete a short practical task prior to the interview. Interviews will be conducted the week beginning Monday March 18.

For a confidential conversation about this position, please text Rachel on 04477 989 35 to set up a time.