

Party Director - Greens SA

The Greens SA are founded upon four pillars: ecological sustainability, grassroots democracy, social justice and peace and non-violence. We are the third force in Australian politics and have representatives at all levels of government across the country.

About the Role

The Party Director is the most senior staff member of the Greens SA, and is responsible for managing all operations of the party. The Party Director provides support and advice to the Party's decision-making bodies, and manages the party's financial, information, technology and other resources in accordance with agreed strategies, policies and budgets.

You will be a diplomat, a strategist, a leader, and a political communications expert. This isn't your average job - you'll sometimes work weekends and evenings as well as weekdays, and you'll need to be self-motivated and flexible - but you'll meet amazing Greens members from all walks of life, and make a real difference to growing the political party that is building a future for all of us. If you enjoy making things happen and are passionate about building a progressive Australia, you'll love this job.

The role involves supervision of a team of staff based in the State Office (currently 3 people) and a variable number of staff engaged on short term appointments during campaign periods.

The Party Director liaises with the party's elected representatives (federal and state) and their offices, as well as with party members and branches. The Party Director also liaises with the national office and the other constituent parties of the Australian Greens.

Conditions

Salary: Between Level 6.1 and 7.1 of the Social, Community, Home Care and Disability Services Industry Award, subject to skills and experience (currently between \$102,554 and \$110,912).

Hours: Full time (38 hours per week), with occasional evening and weekend work.

Duration: The position will be offered on a fixed-term 2 year contract, with the possibility of extension.

Start date: 15 April 2024.

Reports to: State Council, via the State Convenor as line manager

Primary responsibilities

- ▲ In consultation with the State Office Bearers and Coordinating Group, implement the party's decisions and strategies through the direction of State Office activity and staff, including campaign activity and party administration.
- ▲ Provide high-level political, strategic, campaign and management advice to the party's decision-making bodies, including State Council and the Election Campaign Committee.
- ▲ Manage the day-to-day operations of the party, including operational systems and financial resources, within approved budgets.
- ▲ Oversee the appointment and management of office staff and volunteers, and ensure a safe workplace.
- ▲ Monitor and report on financial and operational matters.
- ▲ Ensure the party complies with all relevant legislative and regulatory obligations.
- ▲ Liaise with the offices of elected representatives, the Australian Greens and other state and territory Greens parties.
- ▲ Other duties as required.

General requirements

- ▲ Work in accordance with Greens SA Charter, Constitution, By-Laws and Code of Conduct.
- ▲ You must hold, or be prepared to acquire, a Working With Children Check.
- ▲ The ability to work flexible hours, including weekends and evenings at times, is essential to this role.

Selection Criteria

Please address the following criteria by providing examples of how you have demonstrated each point in your previous work experience.

Required

- ▲ Understanding of and commitment to the politics, values and political objectives of the Greens SA.
- ▲ Strong leadership and management skills including effective risk management and project management skills.
- ▲ Experience working with a member-based political party, non-government organisation, or other incorporated association, including providing high-level advice to senior committees.

- ▲ Well-developed organisational, strategic and analytical skills, including the capacity to prioritise competing demands in a fast-paced environment, and use initiative and sound judgement to achieve outcomes.
- ▲ Experience working in politics or advocacy, and a sound understanding of campaign strategy and tactics.
- ▲ Demonstrated skills in internal and external stakeholder management and engagement, including consultation, advocacy and negotiation.
- ▲ A proven capacity to develop, understand and work within budgets.
- ▲ High level written and verbal communication and facilitation skills.
- ▲ Excellent people management skills, including experience managing and coordinating teams to achieve outcomes.

Desirable

- ▲ Knowledge of Greens party processes and procedures.
- ▲ An understanding of the South Australian political landscape.
- ▲ Experience using Greens systems like Civi, Rocket, or gVIRS, experience with a similar CRM, or the ability and willingness to quickly acquire these skills
- ▲ Experience with fundraising.

The successful candidate must not be a member of another political party.

Applications

If you feel you meet most, but not all, of the above criteria, please do not be dissuaded from applying.

To apply, please send a cover letter (maximum 2 pages) addressing the selection criteria and your CV to Emma Pringle, Greens SA, at emma@sa.greens.org.au using the subject line: Party Director application.

Applications will remain open until **5pm Thursday 29 February**.

The Greens are an equal opportunity employer, which means we strongly encourage any interested and qualified parties to apply – we don't discriminate on the basis of age, race, religion, sexual orientation, gender identity or disability.