**Telephone Fundraiser: 7th April – 14th April**

Salary: £8.80/hour

Hours: Up to 35 hours, over the course of a week.

Location: Development House, 56-64 Leonard Street, London EC2A 4LT

Contract: Every evening (6:15 – 9:30pm), and on Saturday (10am – 5pm) and Sunday (12pm – 7pm). (Inc. Training Tuesday 7th April 10am-5pm and is mandatory There will be a calling shift on the evening of training.)

**MAIM AIMS/OUTLINE OF THE ROLE:**

As a telephone fundraiser you will be calling Green Party members and donors following up on an appeal letter.  The main aim of the telephone call is to talk about member experiences and to ask for a regular donation. Every call will be an opportunity for us to learn about our members experience with the Green Party, to engage them in what is happening on our campaigns and to ask them to contribute on an ongoing basis.

This is a great opportunity to increase your communication skills and become proficient at fundraising.  I will train you over one day on how to make effective telephone calls - I ran my own fundraising consultancy and I managed over 100 effective telephone campaigns.  You will work with 20 others in making the calls and will be part of a team that will raise around £75,000 for the campaign offering an enormous sense of achievement.

**RANGE OF DUTIES:**

* Calling members and donors and provide an opportunity for us to learn about our members experience with the Green Party.
* Attain donations for the Green Party from our members and donors.
* Be given an opportunity to increase your communication skills and become proficient at fundraising.

General points applicable to all Green Party jobs

1. The Green Party strives to be an Equal Opportunities employer and requires its employees to carry out their work in accordance with its policies on equality of opportunity in relation to employees and volunteers, in promotion of the party’s policies and access to the Party’s services.
2. Green Party staff are required to abide by any policies in place to ensure, for example, health and safety at work, data protection, etc.
3. The Green Party has a democratic structure with annual elections. Employees need to be aware that the organisational priorities which determine their work priorities are decisions of the Executive and may be subject to change as an Executive changes.
4. Green Party staff may be required to attend Green Party Executive and other meetings and conferences, so long as at least two weeks’ notice is given and this does not conflict with leave already agreed. These meetings may take place out of office hours, in which case time off in lieu will be awarded.
5. Green Party staff are assigned goals, work plans, guidelines and priorities by their line managers as part of the annual planning and appraisal system, but are expected to show initiative within this framework in managing their workload to meet the overall goals of the party.
6. Green Party staff are required to keep a timesheet along with records and details of work carried out as requested by their line manager and mat, from time to time, be required to provide written or oral reports to the Executive.
7. Green Party staff are should be open to developmental needs which may arise and work with their line manager to address these needs through training or other routes.
8. Green Party staff are expected to identify and make recommendations to the Head of the Office on improving the systems within the office.
9. Green Party staff are expected to participate fully in the Party’s teamwork ethos, attend staff meetings, share team duties and responsibilities and develop their work in co-operation with other colleagues.
10. Green Party staff are expected to promote and develop the role of volunteer staff within their area of responsibility in liaison with the Head of Office and in accordance with the current policy on the management of volunteers.
11. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated routines and duties are naturally included in the job description. Green Party staff are exposed to undertake any other reasonable tasks as requested by the Executive via the Head of Office or relevant GPEx Co-ordinator.
12. This job description may be periodically reviewed in consultation with the post holder.