

GPEX ELECTIONS CO-ORDINATOR

KEY PURPOSE

The role exists to ensure the Green Party's electoral objectives, as defined in the Political Strategy, are achieved, to represent the members and to further the achievement of the Green Party's objectives generally.

ACCOUNTABILITY

As the Green Party Executive (GPEX) is responsible and liable for the governance and functioning of the organisation, members are accountable in varying degrees to a variety of stakeholders, including members the Green Party Regional Council (GPRC) and each other.

Furthermore, GPEX members should take a lead on building public trust and confidence in the Party's work through demonstrating good practice and good governance, taking into consideration the wider implications of the decisions they make, and to communicate widely the reasons behind such decisions or actions.

ROLE SPECIFIC DUTIES

RESPONSIBILITY FOR ELECTION STRATEGY

- The Elections Co-ordinator is responsible for ensuring that national election strategies are co-ordinated, developed, drafted, and taken to the GPEX for agreement.

RESPONSIBILITY FOR ELECTION CAMPAIGNS

- Working with the Chief Executive and the Head of Elections, the Elections Co-ordinator supporting the development of costed proposals for national, European and local election campaigns.
- Working with the Policy Development Co-ordinator, the Elections Co-ordinator is responsible for overseeing the production and final editing of the Election Manifesto.
- Working with other GPEX Co-ordinators, the role holder will ensure that other national election materials are produced as appropriate.

- The Elections Co-ordinator works with the External Communications Co-ordinator and other relevant Co-ordinators to ensure that plans for the launches of national and regional elections campaigns are produced.
- Following each election, the Elections Co-ordinator ensures the delivery of a results analysis service.

FREEPOST SCHEME

- The Elections Co-ordinator is responsible for ensuring that a national freepost scheme is available for each General Election.

TRAINING IN ELECTION SKILLS

- Ensuring that candidate and campaign team training, briefing, and support is made available and ensuring that support and training for local election campaigns is made available.

FINANCE

- The Elections Co-ordinator, along with other GPEx Co-ordinators, assists the Greenquest Administrator in authorising Greenquest loans.

COMMITTEE RESPONSIBILITIES

- The Elections Co-ordinator convenes the Elections Committee.
- Additionally, the Elections Co-ordinator is a member of Political Committee (PolCom), and is consulted on the work of Campaigns and Communications Committee (CamCom).

RELATIONSHIPS WITH STAFF

- The Elections Co-ordinator should ensure good working relationships with the Green Party's Head of Elections, and any other elections staff who are managed directly by the Chief Executive Officer.

RELATIONSHIPS WITH OTHER PARTS OF THE GREEN PARTY

- The Elections Co-ordinator has close working relationships with regional and local Party election teams.

RELATIONSHIPS OUTSIDE THE GREEN PARTY

- The Elections Co-ordinator has limited contact with electoral bodies external to the Green Party.

ROLE SPECIFIC SKILLS, KNOWLEDGE, AND EXPERIENCE

The following characteristics, knowledge and experiences (or commitment to gaining them) would be advantageous:

- Understanding of electoral strategy
- Knowledge of how British elections work in general.
- Understanding of electoral data analysis.
- Experience of organising election campaigns at local and general election level.
- Knowledge of the elections team led by the Head of Elections.
- Knowledge of the national Green Party structures.

ADDITIONAL INFORMATION

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BEHAVIOURAL STANDARDS

All members of GPEx are expected to adhere to the Code of Conduct and operate in a way that upholds the Values of the Party and supports the Philosophical Basis on which it is built.

ROLE DESCRIPTION REVIEW

This role description is reviewed at the end of the first year of each 2 year term, and in advance of every election.

- Last review date: **May 2025**