

# **GPEX INTERNAL COMMUNICATIONS CO-ORDINATOR**

## **KEY PURPOSE**

The Internal Communications Co-ordinator aims to enhance and maintain effective communication channels within the Green Party. This includes overseeing internal publications, improving member engagement, and ensuring the members' website is a useful resource for all party activities.

## **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**

### **COMMUNICATION WITH MEMBERSHIP AND SUPPORTERS**

- Having oversight and responsibility for a variety of publications with relevant Party staff and liaising with Green World Editorial Board.
- Exploring and ensuring the development of new ways of improving communication with and among members.

### **MEMBERS' WEBSITE**

- Having oversight and responsibility for the members' website, via the CEO, Head of Technology and relevant staff members, including encouragement of its use for the benefit of all members and party activities. Ensuring there is adequate training for members to use members' website (at Conference if appropriate).
- Liaison with Management Co-ordinator, CEO, Head of Technology and relevant Party staff to ensure the site is as effective as possible. Having responsibility for the moderation of discussion forums on the members' website.

## **PARTY E-MAIL LISTS**

- Having oversight and responsibility for the party's email lists, in liaison with relevant Party staff.

## **GPEX COMMITTEE RESPONSIBILITIES**

- The Internal Communications Co-ordinator is a member of Campaigns and Communications Committee (CamCom).
- The Internal Communications Co-ordinator publicises the work of the other GPEX Co-ordinators and so works closely with them all. Liaison with other communications based GPEX Co-ordinators is important to ensure consistency of messaging across our communications
- Liaison with Policy Development, Local Party Support, Publications, and Equality & Diversity Co-ordinators to keep members updated.
- Additionally they may also be a member of, or chair, other committees, as required. This has previously included Reform of Conference (Voting) Committee, Early Election Planning Group, Party Branding and Logo Committee, Membership Development Committee, Digital Strategy Committee, Green Party Internal Voting System Working Group and Members Website Development Committee.

## **RELATIONSHIPS WITH STAFF**

- In addition to the above, frequent communication with Communications, Development and Digital teams.

## **RELATIONSHIPS WITH OTHER PARTS OF THE GREEN PARTY**

- Regular communication GPRC, Policy Development Committee, Standing Orders Committee and Conference Committee

## **RELATIONSHIPS OUTSIDE THE GREEN PARTY**

- The Internal Communications Co-ordinator has limited contact with organisations outside the Green Party.

## **ROLE SPECIFIC SKILLS, KNOWLEDGE, AND EXPERIENCE**

- A good understanding of the structure of the Green Party and how the different bodies and levels in the Party interact.
- Good writing, editing, desktop publishing and information technology skills.
- Good judgement and organisational skills.
- Knowledge of Data Protection Legislation is desirable.

## **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**