

Bristol Organiser

Job Description and Person Specification

The Green Party's Field Team is responsible for building and supporting local Green Parties to recruit volunteers, get organised and win election campaigns. Under the team's leadership, the Green Party has overseen a huge increase in our election gains in the last ten years. Working with a skilled and committed team of volunteers in Bristol Green Party, we have together secured more Green councillors than anywhere else in the country and elected the first Green MP in Bristol, in July 2024. We're aiming for by-election successes, growth in our number of councillors in 2028 and winning more seats at the next General Election.

Field staff are part of a high performing team within the Green Party that is having a transformational impact on the work of our local parties. As Bristol Organiser you will be joining a growing and dynamic team, who have ambitious plans for the coming years to get more Greens elected. In Bristol, this new role will be focused on deepening our grass roots activity and increasing income for Bristol Green Party.

You will be a natural relationship builder and adept at engaging other people in order to have influence. Your organising skills will enable you to work collaboratively alongside existing local volunteer teams and ward coordinators, ensuring that every ward has the structures, skills, and support needed to grow and sustain effective, resilient campaign teams. You will be passionate about investing in other people to help them achieve our shared electoral goals.

Salary:	£30,803 to £35,140 FTE per annum [points 8-15 on the GPEW salary scale]
Hours:	Full-time, 5 days a week. Some work will be outside of the core hours of 9:30am to 5pm Monday to Friday according to the needs of volunteers.
Job type:	Fixed term to June 2028
Location:	Hybrid – Bristol office (BS1 5QT) and home working.
Line manager:	Target Constituencies Development Manager
Line management responsibilities:	Potentially responsible for a Campaign Organiser as election dates approach.

Application process:

We understand that brilliant organisers come from a diverse range of backgrounds. The Green Party is committed to diversity and inclusion and understands the barriers that people from marginalised communities can face in politics.

If this role sounds like an exciting opportunity, we encourage you to apply. If you have any questions ahead of time, please email daron.coaker@greenparty.org.uk. We will be happy for telephone conversations ahead of submission of your application if this would be useful to you.

Please apply via the Applied recruitment platform at <https://app.beapplied.com/apply/lxqspnegwp>. Please note that the Applied recruitment system is configured to ask a series of questions that will support shortlisting for this role. Each question is based on one or more of the attributes listed in the person specification and your answers will be scored based on how you demonstrate the attribute(s) that are relevant to the specific question being asked. The job description and person specification can be found at <https://www.greenparty.org.uk/jobs/>

Principal Roles and Responsibilities

1. Work closely with activists, ward teams, and campaign leads to ensure every target ward has a strong, self-sustaining team that is working within agreed budgets
2. Support ward teams to develop and maintain effective organising systems, including:
 - a. Planning and tracking regular campaign activities
 - b. Developing ward-based strategies and action days
 - c. Producing effective literature
3. Build leadership structures within volunteer teams, ensuring they can run sustained campaigns beyond election cycles
4. Lead on maintaining and expanding the volunteer base, including a particular focus on under-represented communities through:
 - a. Sending out regular emails and organising phone banks
 - b. Supporting new and existing volunteers to develop in their roles
 - c. Working with campaign teams to recruit and manage volunteers
5. Design inclusive, accessible volunteer recruitment strategies, ensuring new volunteers feel welcomed, supported, and valued
6. Support Bristol Green Party to use best practice to identify priority and development wards, recruit candidates and plan for winning long and short campaigns
7. Ensure use of effective campaign messaging through training and development of volunteers and candidates, adapting communications to reach diverse audiences
8. Support Carla Denyer MP on her re-election campaign by:
 - a. Liaising with her parliamentary and constituency staff
 - b. Working with the Target Constituencies Development Manager and other GPEW staff as required to ensure seamless General Election organising
 - c. Making sure Carla has clear lines of communication with local members
 - d. Gathering and organising information about Carla's achievements
 - e. Ensuring quarterly literature is delivered to the constituency as a minimum
 - f. Planning for further literature and events from 2027 onwards.
9. Line management of directly employed staff, coaching and providing guidance including personal development and performance management
10. Providing high quality communication to members and supporters in Bristol to highlight best practice and engage with the wider membership

11. Collect information and data on Bristol campaigns in order to track performance and share learning.
12. Share local success stories, learning and best practice with other Green Parties in England and Wales, with the Field Organiser network and with the Association of Green Councillors where appropriate.
13. Work with Bristol Green Party and the Green Party of England and Wales to organise fundraising programmes.
14. Collaborate with other staff in contributing to the Field team and the Green Party's learning around elections and local party development.
15. Carry out any other reasonable tasks commensurate with the role.

Person Specification

In your written application please give evidence or examples to show that you meet all of the criteria below marked *Application*. If you are shortlisted for interview, all criteria marked *Interview* will be assessed. Each criteria area below is considered essential for this role.

If provisionally offered the role, satisfactory references will be required, including in most circumstances, from your most recent employer.

Attribute		Assessment
Skills/abilities	Strong relationship-building skills and ability to engage volunteers from diverse backgrounds	Application & Interview
	Managing others to motivate, upskill and support peers/colleagues and staff team members	Application & Interview
	Developing and delivering training sessions and/or training programmes	Interview
	Able to prioritise a high workload and maintain resilience whilst delivering results	Interview
	Project management skills	Application and Interview
	Strong leadership, motivation, persuasion and diplomacy skills	Application and Interview
Knowledge	Knowledge of effective election campaign techniques	Application and Interview
	Understanding of effective training, coaching and mentoring	Application & Interview
	Understanding of Community Organising techniques – recruiting, mobilising, motivating, organising and managing volunteers to achieve a common goal	Application & Interview
	Inclusive organising techniques to widen participation in politics	Application & Interview
	Understanding of the political context in Bristol	Interview
Personal attitudes	Extremely motivated to see the Green Party succeed electorally as the core part of the party's theory of change	Application & Interview
	Commitment to creating a diverse and inclusive activist base within the Green Party	Application & Interview
Personal circumstances	Eligible to work in the UK	Application
	Able and willing to occasionally work unsocial hours and outside of normal office hours as required – this will include work on a Saturday or Sunday once or twice per month	Application
	Not a member of another political party in England or Wales	Application

General points applicable to all Green Party of England and Wales 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. Green Party staff may be required to attend Green Party Executive (GPEx) 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.
4. 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.
5. Green Party staff are assigned goals, work plans, guidelines and priorities by their line managers as part of the annual planning and review system, but are expected to show initiative within this framework in managing their workload to meet the overall goals of the party in line with the organisational plan.
6. Green Party staff are required to request authorisation for any major overtime from their line manager before undertaking any such work and to use an online system to manage their leave and time off in lieu (TOIL) in conjunction with their line manager.
7. Green Party staff may, from time to time, be required to provide written or oral reports to the Executive.
8. Green Party staff should be open to developmental needs which may arise and work with their line manager to address these needs through training or other routes.
9. Green Party staff are expected to identify and make recommendations to their manager on improving the systems within the office.
10. 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.
11. Green Party staff are expected to promote and develop the role of volunteer staff within their area of responsibility in liaison with the HR and in accordance with the current policy on the management of volunteers.
12. 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 expected to undertake any other reasonable tasks as requested by the Executive via their Head of Department, CEO or relevant GPEx Co-ordinator.

This job description may be periodically reviewed in consultation with the post holder.