

# Target Constituencies Development Manager

## Job Description and Person Specification

Last year, the Green Party broke through to elect four MPs and secured a record number of votes in England and Wales. This was achieved through discipline and focus in delivery of an effective strategy across a number of years.

The next General Election will see many more opportunities to elect more Greens to Parliament alongside the important task of re-electing our existing four Green MPs.

In this role, the postholder will work closely with colleagues to deliver the support and training needed to help development constituency campaign teams to plan and achieve their ambitious goals in the coming years as they scale up to achieve General Election wins.

This post will play a pivotal role in leading the Green Party to future success, sitting in the Green Party's Field team with its single-minded goal of electing more Greens and breaking new electoral records every year.

The Green Party's Target Constituencies Development Manager will be driven and determined to win. You will find working with others to be energising and will naturally want to help bring out the best in everyone. You will understand what it takes to win votes at a constituency level and you will be absolutely focussed on making a big breakthrough at the next General Election.

<b>Salary:</b>	£42,417 to £46,603 (points 25 to 30 on the Green Party payscale)
<b>Hours:</b>	Full time with part time negotiation possible (GPEW hours are 35 hours per week).
<b>Job type:</b>	Permanent
<b>Location:</b>	Hybrid – principally home-working with some London office work required
<b>Line manager:</b>	Head of Elections & Field/ Deputy CEO

### Application process:

Applications to be submitted via the Applied recruitment platform here:  
<https://app.beapplied.com/apply/wwwcxpuhc1>

Questions and discussions about the role are very much encouraged to help candidates to consider the role. Please email [chris.williams@greenparty.org.uk](mailto:chris.williams@greenparty.org.uk) or [andi.mohr@greenparty.org.uk](mailto:andi.mohr@greenparty.org.uk) to set up a time to speak.

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 below and your answers will be scored based on how you demonstrate the attribute(s) that are relevant to the specific question being asked.

## Principal Roles and Responsibilities

1. Lead a large-scale constituency support programme for development and target constituency campaigns.
2. Working as the key liaison between the local and national party structures, work collaboratively to ensure that campaign strategies and delivery are effective and robust.
3. Monitor campaign metrics to support campaign teams to track their progress.
4. Work with the Activism Manager to provide training for target and development constituency candidates and provide input to the training and personal development of all General Election candidates.
5. Lead a team of General Election campaign staff directly supporting constituency campaigns and work to develop staff and volunteers who wish to step up as campaigns progress.
6. Lead work to ensure constituency campaigns have effective fundraising plans.
7. Oversee development and learning within the General Election ground campaign team through a programme of opportunities for staff to network and learn from one another, as well as to undertake individual formal or informal training.
8. Work with colleagues across the party in delivery of a Parliamentary by-election campaign.
9. Inform drawing up future staff proposals for a scaled up General Election team with a view to recruiting campaign staff in the two phases of 2025-2027 and 2027 to the General Election short campaign.
10. Participate in and support selected projects from time to time commensurate with the role.

## Person Specification

In your written application please give evidence or examples to show that you meet the criteria below.

Attribute	
<b>Skills required</b>	Demonstrable success at campaign management within the 'First Past The Post' electoral system
	Visible and motivating leadership to stakeholders and to members nationwide
	Ability to lead the development and implementation of complex strategic plans
	Strong interpersonal, negotiation and diplomacy skills
	Experience of development and management of staff and volunteers at scale.

	Ability to communicate concisely, with precision and with clarity in visual, written and verbal form.
	Ability to lead within a complex consensus-based decision-making culture and able to manage competing proactive and reactive needs whilst delivering results.
	Resilient and able to prioritise a high workload
<b>Knowledge</b>	The strategy and tactics required to run campaigns to elect MPs
	Effective training techniques for development of others
	Effective quantitative and qualitative research methods
<b>Personal attitudes</b>	Extremely motivated to see the Green Party succeed electorally
	Committed to excellence
<b>Personal circumstances</b>	Eligible to work in the UK
	Not a member of another political party in England or Wales

### **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 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 & Office Manager 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.