

## **Norwich Green Party Staff Assistant to the committee - 2022**

### **Description**

The Committee Assistant/Fundraising Secretary will be responsible for supporting Norwich Green Party committee members, officers and volunteers in day-to-day operations and the implementation of Norwich Green Party strategies and plans, including fundraising for the growth and development of the party in 2022-23.

*The focus of the role entails -*

- *Working remotely via email on admin tasks to support Norwich Green Party officers, volunteers and councillors achieve the aims of the Party.*
- *Promote to members and supporters' opportunities for volunteering, and follow-up on any interest by putting members and supporters in touch with the relevant ward teams, councillors, and officers.*
- Developing and Implementing fundraising campaigns to increase the regular monthly income of Norwich Green Party
- Liaising with the social media coordinator and updating the Norwich Green Party website.
- Monitoring an email inbox and fielding messages to the appropriate party officers, councillors and ward teams.

*In addition, the role includes as needed -*

- Attending meetings regarding strategy and organisation. These will mostly be online, some may be in-person. Taking minutes or notes of meetings and following-up on action points.
- Keeping data systems up to date (such as Excel/Google Sheets and Action Network).
- Speaking to Green Party members and supporters, as well as members of the public, on the telephone and face to face.

This list is not exhaustive and may change depending on the priority needs of the party at the time. The role will be managed by the Norwich Green Party executive committee and the employee will be asked to submit a short update on their work to the committee's monthly meetings.

**Salary:** £11.00 per hour for an initial review period of 3 months with the potential for increase beyond this. This will also be subject to an annual review.

**Hours:** *An average of 13 hours per week for an initial period of 3 months with the potential for this to rise to 15-18 hours permanently beyond this. Actual weekly hours could vary.*

**Contract:** Permanent.

Actual days worked to be agreed with the successful applicant. Includes some weekend and evening working.

**Location:** based at your home address, in or near Norwich City area. *The employee will need to use their own computer, phone and internet connection. Printing equipment and materials, if needed, will be provided or reimbursed.*

**Line Manager:** A relevant member of Norwich Green Party executive with oversight from both Co-Chairs of Norwich Green Party.

**Application process:** Applications to be submitted by 31st July. Interviews to be held online via Zoom. Please email your letter of application (maximum 1 page A4) and current CV to alex.catt@norwichgreenparty.org.uk

**Person specification**

	Attribute	
<b>Experience</b>	Experience of working (primarily via email) on admin tasks to enable the proper and timely running of an organisation or project.	Essential
	Experience of running fundraising and/or a volunteer recruitment campaign.	Desirable
	Experience of working with and supporting volunteers within an employment context.	Essential
	Experience of election campaigning.	Desirable
	Familiarity with Norwich Green Party.	Desirable
<b>Skills/Abilities</b>	Excellent communication skills.	Essential
	Excellent organisational skills and time management.	Essential
	Good knowledge of Microsoft Office (including Excel and Powerpoint) and Google apps (inc. Drive, Sheets, Docs).	Essential
	An understanding of common safeguarding and data protection processes. Ability to become familiar with and follow national Green Party policies in these and other areas.	Essential
	Regularly report back to line manager and executive committee verbally and in writing regarding work undertaken and in particular tasks which have a cost and financial implication.	Essential

<b>Personal attitudes</b>	Able to work in a friendly, professional manner which promotes the reputation of Norwich Green Party.	Essential
	Self-motivated to work cooperatively with others towards goals and agreed action points.	Essential
	Motivated to see improvement in the Green Party's election performance.	Essential
	Sympathy with the aims and policies of the Green Party, and with the development of a more sustainable society.	Essential
	Open-minded, with a willingness to innovate with limited resources in pursuit of the objectives of the role.	Essential
<b>Personal circumstances</b>	Eligible to work in the UK	Essential
	Able and willing to work occasional unsocial hours and outside of normal office hours as required	Essential
	Able to respond flexibly to the demands of the job	Essential
	Not a member of another UK political party, excluding the Scottish Green Party and Green Party Northern Ireland.	Essential
<b>Equality</b>	Commitment to creating a diverse and inclusive activist base within the Green Party	Essential