



Office of Steph Hodgins-May  
Australian Greens Senator-elect for Victoria

## POSITION DESCRIPTION

### Community Organiser

**Location:** Melbourne, with occasional interstate travel

**Classification:** Electorate Officer A, ongoing

**Work pattern:** Fulltime, with irregular work hours required

**Salary range:** \$77,400 to \$81,702 per annum including allowances, plus 15.4% superannuation

**Reports to:** Chief of Staff

**Start date:** Anticipated start date late April/Early May 2024 (negotiable)

#### ABOUT STEPH

Steph has a background in environmental law, and has been an adviser to the United Nations and the Head of Pacific for a major international not-for-profit, working in strong allyship with Indigenous frontline Pasifika communities for climate justice.

In the coming months, Steph will be sworn in as the newest Greens Senator for Victoria. She is committed to using her position in the parliament to fight the combined climate and inequality crises, and work with grassroots communities to build collective power.

She is now recruiting a team of skilled, collaborative and committed people to support her work in the parliament and the community.

#### ABOUT THE ROLE

Steph is seeking an experienced community organiser and campaigner to support her to connect with constituents by organising and running events, running local issues campaigns, organising volunteers, and overseeing community engagement projects.

From training, to recruitment, to event management and campaigning, this is a varied role that requires a commitment to movement building and a love of grassroots community engagement.

### **In this role you will:**

- Proactively identify issues the local community are engaged in and facilitate the senator's office to support with resources where appropriate
- Run events in the community on key local and federal issues, or community events that increase the senator's visibility and connection to the electorate (stalls, pop up offices, free meals etc)
- Recruit and organise a volunteer base, develop training materials and workshops to upskill key volunteers, and coordinate supporter engagement events
- Lead field campaign activities on local and federal issues in collaboration with other Greens teams, including doorknocking and phonebanking
- Manage the recruitment and execution of volunteer projects including letterboxing, stalls, door knocks, community BBQs and other tasks as assigned
- Maintain relationships with interest groups relevant to the senators portfolios and in the electorate, following up issues where appropriate

### **SELECTION CRITERIA**

- Experience working with and managing volunteers, including an ability to develop rapport and connection with new people quickly
- Experience in building teams to achieve desired outcomes
- Experience organising and running successful events
- Highly developed project management and organisation skills, including the ability to juggle numerous tasks and prioritise based on urgency
- Experience working effectively with a wide range of people, with strong negotiation and conflict resolution skills
- Experience developing and executing campaign plans and tactics in response to emerging issues
- Ability to work collaboratively and effectively as part of a small team, under time constraints and strict deadlines
- Passion for progressive politics and commitment to Australian Greens' values and policies

### **PAY AND CONDITIONS**

The position is offered under the Members of Parliament (Staff) Act 1984, and employment conditions are outlined in the [Members of Parliament \(Staff\) Enterprise Agreement 2020-23](#).

The position is offered at an Electorate Officer A classification with a salary of \$73,098 per annum. In addition to the salary, an additional Electorate Staff Allowance is offered in recognition of long and irregular hours, in lieu of overtime pay. This allowance will be determined in negotiation with the employee, and will range from \$4,302 to \$8,604 per annum.

A probationary period of three months will apply and may be subject to extension by a maximum of two months. All employees are expected to sign a confidentiality and code of conduct agreement before the commencement of their employment.

Generous employer sponsored superannuation of 15.4% also applies, as does travel allowance for any work-related overnight travel.

*The Australian Greens are an equal opportunity employer. We encourage applications from any interested and qualified people. Aboriginal and Torres Strait Islander people are strongly encouraged to apply. We don't discriminate on the basis of sex, age, race, religion, sexual orientation, gender identity or disability. We welcome people with lived experience of racism and those from diverse communities to apply for all our roles.*

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## **HOW TO APPLY**

Please provide:

1. A cover letter (maximum 2 pages) noting how your experience is relevant and why you'd be a good fit for the role
2. Responses to the selection criteria, and
3. Your resume (maximum 3 pages)

All these application documents should be submitted as one PDF file.

Applications should be submitted via email using the subject line: *Application – Community Organiser* to [applications@vic.greens.org.au](mailto:applications@vic.greens.org.au)

Applications close 11.59pm Thursday February 29.

Please note: Shortlisted applicants will be asked to complete a short practical task prior to the interview. Interviews will be conducted the week beginning Monday March 18.

For a confidential conversation about this position, please text Rachel on 04477 989 35 to set up a time.