**Role: Victorian State Election Volunteer Coordinator**

 **About Animal Justice Party**
The Animal Justice Party (AJP) is a political party that was formed in response to the growing number of voters who feel strongly that much more needs to be done through the Australian parliamentary system to assist the wellbeing of animals. With thousands of members across Australia and an elected MP in the NSW parliament, the AJP is part of a rapidly growing international movement. Our vision is a planet on which animals are treated with respect, dignity, compassion and kindness, where they are able to flourish in their respective environments, and where their unique needs and capabilities are recognised and their interests protected. To achieve this we believe there is a need for animal representation at all levels of politics and we have already shaped the creation of more animal friendly policies at both a state and federal level.

 **Joining the State Election Campaign Team**The Victorian State Election is on 24 November 2018. The Party has grown substantially since the last state election and we have a very real chance of winning our first Victorian Upper House MP. But we can’t do it without you! The AJP is entirely volunteer run in Victoria and we’re currently looking for volunteers to join our State Election Campaign Team. Joining the team gives you a fantastic opportunity to put your passion for animals into action and work alongside a great bunch of other fun, diverse and inspiring volunteers! We know that the most effective way to get change for animals is through the Australian parliamentary system and changing legislation. By joining the Election Team you will play an instrumental role in increasing our vote on election day, winning a seat in Parliament and in ending animal cruelty.

**Time Commitment:** Approximately5 hours a week increasing closer to the election

**Duration:** September 2018 – December 2018

**Location:** Home with regular phone meetings and occasional face to face meetings

**Reports to:** Victorian Secretary

**Responsibilities**

* Over the three month election campaign period the Volunteer Coordinator will manage the recruitment of election volunteers, and work with the relevant Election Team member to coordinate interviews, appointment, induction and training
* A large component of the role will involve recruiting for and responding to requests to assist on election day handing out How to Vote cards, and then managing the process of allocating them to the relevant Regional Group Leader and Candidate
* The role will involve working closely with the Secretary and Marketing Manager to produce guidelines and other communication for election day volunteers and ensuring Candidates are communicating the right information to their volunteers at the right time
* The main point of contact for election volunteers
* Update volunteer information in NationBuilder CRM
* Collaboration with other Election Team members including Candidate Manager, Regional Group Leaders, Media Manager, Social Media Coordinators
* Adhere to relevant Party policies and guidelines including the code of conduct, brand and digital guideline and social media policy and guidelines

**Skills and Competencies**

* Excellent written and verbal communication skills
* Excellent planning and organisational skills
* Efficiency with Microsoft office (Excel, Word)
* Excellent data management skills
* A passion for creating positive change for animals

**Desirable**

• Previous experience with CRM systems such as NationBuilder or other member management tools

• Previous experience in volunteer management or experience working in volunteer based organisations

For any further information or to apply (attach resume and short summary indicating why you would fit the position well) please contact: **volunteer@ajpvic.org.au**