

Women's Equality Party Job Advert

Role: Elections Coordinator

Salary range: £25,000 - £30,000 commensurate with experience

Location: Women's Equality Party Central Office, London

Duration: This is a full-time, continuous post with a six-month probation period.

The Women's Equality Party is recruiting an Elections Coordinator to manage the party's election campaigns and build a strategy to increase its vote share and influence. By winning votes we can shape the political agenda and we need someone with the experience and ambition to make that happen. Whether you are a seasoned field organiser or a social campaigner, we want you to help us win our first seat and make history.

In liaison with the Chief of Staff and Head of Campaigns you will design and deliver innovative election campaign strategies and deliver training to build the long term campaigning capacity of our members and branches. The postholder will be responsible for managing our relationship with campaigning branches and relevant external organisations. You will have experience and knowledge of on-the-ground organising and campaigning techniques and experience of managing and motivating volunteers.

The successful applicant may be deployed around the UK to work on key campaigning projects, and will be directly responsible for the delivery of some of the party's major election campaigns. The key to this role is flexibility because, even over a short period of time, political and campaigning priorities may change; working hours will of necessity be varied and flexible (you must be in a position to stay overnight away from home). Candidates should be high energy, outgoing, enthusiastic, willing to work long hours and learn on the job. Candidates must have experience of building coalitions among diverse groups of people from different backgrounds and experience of leading a team of volunteers is preferred.

To apply for this role, please submit to us:

- an up-to-date CV,
- a statement of interest addressing the requirements of the person specification,
- an equal opportunities monitoring form (optional)

Please email applications to apply@womensequality.org.uk by no later than **midnight on 4th December 2018**.

The Women's Equality Party values equality and diversity, and welcomes applications from candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and



maternity. In relation to this post we particularly welcome applications from BAME candidates as these communities are under-represented within WEP at this level.

Women's Equality Party

Job Description

Job title: Elections Coordinator

Responsible to: Head of Campaigns

Location: Women's Equality Party Central Office, London (please note that we will be moving offices in 2019 but will remain within Zone 2)

Key purpose: Developing and implementing cutting-edge election campaigns to win seats, increase the party's vote share and mobilise activists to effect change.

The role

As Election coordinator you will be responsible for:

- Supporting the Head of Campaigns to Identify target groups and set local and national goals and targets
- Managing individual campaign budgets in partnership with the Fundraising Team, Finance Coordinator and the Head of Campaigns
- Establishing timelines and monitoring progress against agreed targets
- Delivering events to support fundraising, recruitment and voter contact
- Recruiting, training and managing volunteers in partnership with local branches
- Delivering member training in partnership with the Head of Campaigns
- Managing and executing phone banks, canvasses and voter registration drives
- Supporting members and branches to deliver campaigns
- Delivering Election Day operations

Key Areas of Responsibility

1. Strategic support

- In partnership with the Head of Campaigns and Steering Committee, support the development of election strategies for national and regional campaigns
- Provide advice to senior staff on potential target seats and monitor performance of seats against their agreed targets
- Provide strategic advice for intervening in seats that are not meeting their agreed campaign goals
- Liaise with key stakeholders in seats to ensure that each is working to an effective campaign plan and provide strategic support

2. Building capacity

- In partnership with the Events Coordinator and Head of Campaigns, ensure that seats are properly supported and trained in the latest campaign and organising techniques
- Work with the Members and Supporters Team to improve our targeting strategies in seats and maximise member engagement
- In partnership with the Head of Fundraising and Finance and Compliance Manager, raise election funds and ensure accurate reporting

3. Delivering campaigns

- Produce election and campaign briefings and materials
- In partnership with the Political Adviser and Researcher, provide advice and support to candidates and their teams
- Manage specific and priority elections where required, including phone banks, canvassing and voter registration drives
- Work flexibly and effectively across teams and staff to ensure a joined up approach to elections, including fundraising and communications
- Manage Election Day Operations

Person Specification

Essential Criteria

- Experience of managing a campaign, or experience working on a political campaign
- Experience recruiting, training and managing volunteers
- Experience delivering events
- Self-motivating; able to prioritise workload and manage multiple projects to meet strict deadlines; capacity to recalibrate at short notice
- Commitment to equal opportunities and sympathetic to the aims and values of the Women's Equality Party
- Excellent written and verbal communications and experience using a database
- Willingness to undertake training and to develop new skills in response to the organisation's changing needs
- Team worker, able to delegate and take control, as well as listen to and value others' contributions.

Desirable Criteria

- Experience of designing newsletters and leaflets
- A full UK driver's license
- Experience of fundraising and budget management
- Experience using NationBuilder or similar contact databases, Microsoft Office and digital campaign tools
- Experience of managing Election Day and Get Out the Vote (GOTV) operations

Terms

Gross Salary

£25,000 - £30,000 p.a. dependent on experience, paid in arrears on 25th of each month or on the first working day thereafter.

Starting Date

January 2019.

Type of Employment



The position offered is a full time continuous post. The normal working hours of this post will be 37.5 per week, at times to be agreed with the Chief of Staff, but key to this role is flexibility as political and campaigning priorities can change; working hours will of necessity be varied and flexible.

This post may be suitable for those wishing to work on a job share basis. If you would like to apply on this basis please state this in your statement of interest.

The post is based in our London offices though post holders will be expected to travel within the UK and must be in a position to stay overnight away from home; flexible home-working time can be arranged in agreement with the Chief of Staff and may be necessary on some occasions.

All candidates must be eligible to work in the UK.

Please note that our current offices are unfortunately not wheelchair accessible.