**Role Profile**

**Branch Leader**

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| **Person profile** | You are fully committed to the aims of the Women’s Equality Party and committed to its success, and willing to represent the party’s policies.  You’ll be happy to take the lead and is prepared and able to support other branch officers and volunteer leads to fulfil their roles. Good time management and delegation skills will help enormously.  You’ll have experience in thinking strategically and you’ll have the ability to articulate, write and implement an inspiring strategy for the branch to work towards.  Up-to-date knowledge of the political landscape (locally and nationally), and an enthusiasm for engaging in political campaigning is essential.  Experience of public speaking or stakeholder relations would be an advantage. Being prepared to represent the branch formally and informally at events, and in the media, is a must.  Crucially, you’ll have the energy and drive to steer the branch towards meeting its objectives, thereby supporting the party nationally to meet its goals.  In addition:  - You’ll be prepared to sign the WE Code of Conduct outlining expectations around confidentiality, data protection and that you’re not disqualified from holding public office or have been declared bankrupt. |
| **Ideal experience**  (please note: this is just to give an idea of skills/experience which might be useful – enthusiasm and a willingness to get stuck in are just as important!) | WE are looking for someone can commit to this post for at least 12 months to:   * Lead a team, either in a work or community capacity * Develop or support the development and implementation of local political and campaign strategies * Organise and manage multiple projects   These traits and experience will be key:   * Public speaking or stakeholder relations * Campaigning in local/national politics * Knowledge of community, political and business groups * Ability to learn to use IT systems/ website content management systems * Reliable and well-organised |
| **Commitment** | This is a key role for the branch and therefore the role holder should be able to commit time each week, with some weeks being more intensive than others depending on things such as events, elections, campaigns etc.  Alongside branch meetings you will be asked to attend branch officer webinars led by Central Office every month or organise branch representation if you’re not able to come, and to connect with the central office members and supporters team at least once every two months.  Most weeks are likely to need around 5-8 hours commitment. |

**Role Profile:**

**Data Manager**

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| **Person profile** | Managing our understanding of and communication with the branch’s members and supporters is vital – data manager is the most important role in the branch, as you are the link between our members and supporters and the rest of the branch officers. WE are looking for dedicated volunteers to manage and develop branch membership communication and analysis.  Ideally, this role will be shared between two people.  Branch Data Manager responsibilities include:   * Managing branch members and supporter records on Nationbuilder (WE’s national database), working with WE central team and other data managers * Being first point of contact for branch’s members and supporters and sending email blasts out * Welcoming new members and supporters with friendly emails * Creating events on the Party’s events page and managing the branch’s sign-up page * Analysing Nationbuilder’s data, and other data sets, to provide analysis to help branch strategy, membership plans and campaigns   Helpful experience / skills:   * Experience of managing databases and being confident in learning new IT systems is really helpful for this role * Awareness of the UK law on data protection and information security, including GDPR, or ability to research and understand this area * Good written communication skills   In addition:  - You’ll be prepared to sign the WE Code of Conduct outlining expectations around confidentiality, data protection and that you’re not disqualified from holding public office, or have been declared bankrupt.  This role is also an active member of the branch officer team and will help develop branch strategy, membership plans and campaigns. All branch officers may interact with the WE central office team, and represent the branch on occasion. |
| **Ideal experience**  (please note: this is just to give an idea of skills/experience which might be useful – enthusiasm and a willingness to get stuck in are just as important!) | WE are looking for someone can commit to this post for at least 12 months and who has:   * Experience of using databases, and learning new IT systems * Understanding of project and data management * Experience of managing communications both externally and internally, including intranet and internet management * Good organisational skills * Analytical and problem solving skills * Experience of data analysis and reporting * Attention to detail |
| **Commitment** | Time commitments are likely to vary from week to week and month to month depending on what is going on, however we believe on average:  2-5 hours per week  In addition, you will be required to attend a 2-hour training session (held online in the evening) to learn how WE use the system and will have the option to join monthly problem-solver sessions with other data managers. |

**Role Profile:**

**Treasurer**

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| **Person profile** | You’ll be responsible for all things finance, including:   * Helping develop a branch fundraising strategy * Understanding how to manage branch finances according to WE guidelines, especially during election periods * Setting up and managing the branch’s bank account * Maintaining accurate and auditable branch financial records * Handling cash and making deposits/withdrawals from the branch bank account * Providing up to data financial information and basic reports to steering group members * Coordinating an external audit of our accounts at the end of the year * Liaising with WE’s finance team * Completing any financial paperwork as required   You’ll be comfortable working with numbers, have an eye for detail and be a stickler for following due process and procedure.  In addition:  - You’ll be prepared to sign the WE Code of Conduct outlining expectations around confidentiality, data protection and that you’re not disqualified from holding public office, or have been declared bankrupt.  This role is also an active member of the branch officer team and will help develop branch strategy, membership plans and campaigns. All branch officers may interact with the WE central office team, and represent the branch on occasion. |
| **Ideal experience**  (please note: this is just to give an idea of skills/experience which might be useful – enthusiasm and a willingness to get stuck in are just as important!) | WE are looking for someone can commit to this post for at least 12 months and who may have the experience of:   * Bookkeeping or similar financial management for a community group, business or charity * Using IT software such as Excel to maintain records * Understanding of how to prepare for an audit |
| **Commitment** | Time commitments are likely to vary from week to week and month to month as the branch develops; on average this equates to:  2-3 hours per month  In addition, you will be asked to work closely with the central office finance team throughout the year, and particularly during election periods, to ensure compliance. |

**Role Profile:**

**Communications Lead**

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| **Person profile** | Communications across all media platforms is essential to the growth and development of local branches. WE are looking for a dedicated volunteer to coordinate and lead all areas of branch communications.  Branch Communications Officer responsibilities include:   * Developing the branch communications strategy * Steer the volunteer communication team * Writing content for branch emails to members and supporters * Sharing news from The Women’s Equality Party central office through branch forums * Staying up to date with WE-related media appearances and campaigns both centrally and locally * Identifying and sharing content that is likely to be of interest to branch members * Identifying and sharing content that is related to the core objectives of the Women’s Equality Party * Developing links with local print and online media   In addition:  - You’ll be prepared to sign the WE Code of Conduct outlining expectations around confidentiality, data protection and that you’re not disqualified from holding public office, or have been declared bankrupt.  This role is also an active member of the branch officer team and will help develop branch strategy, membership plans and campaigns. All branch officers may interact with the WE central office team and represent the branch on occasion. |
| **Ideal experience**  (please note: this is just to give an idea of skills/experience which might be useful – enthusiasm and a willingness to get stuck in are just as important!) | WE are looking for someone can commit to this post for at least 12 months and who:   * Is reliable * Enjoys working as part of a team * Can think creatively about using communications to raise the profile of the Women’s Equality Party * Is a strong communicator * Can attend regular branch meetings * Is passionate about the goals and values of the Women’s Equality Party and agrees to abide at all times by the WE code, set out in our constitution |
| **Commitment** | The post may require a commitment to posting on social media most days or to manage volunteers who do. You will be supported in your role by volunteers of the branch communications team and from the party’s communications team at central office.  Time commitments are likely to vary from week to week as the branch develops, although we’d suggest an average 5 hours per month.  In addition, you are asked to attend webinars on campaigns and elections put on by WE Central Comms team from time to time. |