

AUSTRALIAN GREENS VICTORIA

Party Manager

POSITION DESCRIPTION



1. POSITION DETAILS

Position:	Party Manager
Classification:	\$80,000 (pro rata) plus annual increments as awarded in the EBA, and 10% superannuation.
Primary location:	Australian Greens Victoria (AGV) office.
Job Status:	0.84 EFT (four days per week plus some evening and weekend meetings) beginning 20 th July 2009. This position will require some flexibility in the actual hours worked, to allow for attendance at out-of-hours meetings and meeting of deadlines. Three month probationary period applies. Permanent part time.
Reports to:	The State Executive and through it the State Council. Liaises closely with the Party Convenor.

2. JOB SUMMARY

The Party Manager will play a key role in developing and implementing strategies to ensure the ongoing operational success of the Australian Greens Victoria.

Experience in management and a sound knowledge of the Greens' Charter and the Australian Greens Victoria is required.

The Party Manager is the most senior paid managerial position in the party. At the direction of the State Executive (Council), the Party Manager will be responsible for:

1. Managing and administrating core party functions and processes and ensuring that the state office of the AGV effectively supports the office bearers, State Executive, State Council, Constitutional Review Panel, Branches, Regions and Working Groups, to undertake their roles within the Party.
2. Managing AGV staff, volunteers and associated human and other resources systems to ensure the smooth and efficient day-to-day running of the AGV state office and the maintenance of a collaborative, team environment.
3. Contributing to the strategic and financial planning processes of the AGV as directed.

3. DUTIES AND RESPONSIBILITIES

The Party Manager will be specifically responsible for:

1. Providing high level professional advice relating to party organisation; its systems, processes and resources.

The Australian Greens (Victoria)

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2. Ensuring the timely distribution of agendas, minutes and supporting papers for all State Council and Executive meetings, maintaining accurate and comprehensive filing systems for State Council and Executive, and attending and minuting all meetings of the State Council and Executive. Follow up and monitor all decisions made and implement those actions assigned by the Executive or State Council.
3. Ensuring that the AGV's Constitutional Review Panel, Branches, Regions and Working Groups meet the requirements of the AGV Constitution and Bylaws and any relevant Terms of Reference, follow up on previous decisions/agreements, and are appropriately resourced and supported. Maintaining accurate and comprehensive filing systems for the documentation of meetings of all party bodies.
4. Managing the budget planning and review, monitoring and reporting on expenditure and progress of projects and making recommendations as required, in liaison with the Treasurer and Executive.
5. Preparing, with the Finance Officer, regular financial reports to State Executive and Council.
6. Maintaining detailed, comprehensive and user-friendly electronic and non-electronic filing systems for party materials, both current and archived.
7. Ensuring that the AGV newsletter, eBulletin and other Party communications are produced and distributed as required, including coordination of mailouts and emailouts.
8. Ensuring that the AGV website is up to date and functional (and that it is developed to dovetail with the new database/Constituent Relationship Management system).
9. Ensuring that the Party meets its statutory and electoral obligations, other than those under the purview of the Campaigns Manager.
10. Liaising with and building the capacity of the membership of the party through branches and regional structures,
11. Acting on behalf of AGV office bearers when directed.
12. Ensuring the smooth operation of the AGV office and its systems, including supervising and supporting staff members and recruiting and supporting volunteers in a professional, collaborative team environment, and resolving issues according to established guidelines and procedures.
13. Ensuring that all staff and volunteers have written Position Descriptions, orientation, access to relevant resources/equipment, regular performance reviews and access to relevant training opportunities.
14. Managing office, Office-Bearer and wider Party volunteer re-imburement, in conjunction with the Finance Officer.
15. Ongoing review of office systems and development of new systems (including the database/Constituent Relationship Management system).
16. Other duties as lawfully directed by the Executive.

4. WORKING RELATIONSHIPS

The Party Manager is accountable and reports to the AGV State Council through the State Executive, and liaises on a regular basis between Executive meetings with the State Convenor or nominated member of State Executive.

Supervision and support of AGV permanent and contract staff and volunteers in a collaborative, team environment is a key feature of the role. The position also requires regular contact with the AGV office bearers and other key personnel, party members, offices of the Australian Greens state branches, the Australian Greens National Office, relevant outside organisations and the public.

The Party Manager will need to be able to foster professional relationships with colleagues in like-minded organisations in the community sector.

Effective cooperation with the Campaigns Manager in the smooth operation of the state party office is an essential feature of this position.

5. QUALIFICATIONS

Qualifications appropriate for this position would be completion of a relevant tertiary degree and/or significant demonstrated relevant management experience.

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6. KNOWLEDGE AND EXPERIENCE / SELECTION CRITERIA

1. Demonstrated commitment to the principles set out in the AGV Charter and capacity to support AGV policies.
2. Demonstrated high level strategic thinking.
3. A sound knowledge of Victorian and Australian politics.
4. Demonstrated experience in managing and supporting staff and volunteers in a collaborative, team environment.
5. Demonstrated experience in managing organisational change.
6. Sound understanding of and/or experience in working with NGOs and/or not for profit organisations in the community sector, which have elected boards of management and a large volunteer base
7. Demonstrated financial management skills including the ability to manage an organisational budget.
8. Experience in successfully managing competing demands and planning for and implementing both long and short term priorities.
9. Demonstrated ability and experience in developing and maintaining productive and professional relationships within an organisation and with external stakeholders.
10. Demonstrated competency with word processing, email and spreadsheet computer programs, data base management and web-based communications. Experience with open source software systems would be an advantage.
11. Excellent interpersonal, organisational and written communication skills with experience in consultation, negotiation, networking and conflict resolution.
12. A high level of initiative, problem solving and negotiation skills.
13. A capacity to work under high pressure, to be flexible and take initiative and to deal with tight deadlines and competing priorities.

7. ACCOUNTABILITY

The Party Manager is required to present written reports to the State Executive twice monthly (or as required) in accordance with the Executive's requirements. Reports will generally contain a summary of the work of the PM as well as the office as a whole.

The Party Manager is responsible for conveying to the Executive and other relevant parties, information and recommendations pertaining to the effective administration of the AGV.

The Party Manager is also responsible for maintaining strict confidentiality regarding campaign strategies, trade secrets, confidential operations, processes or dealings or any information concerning the organisation, business, finances, transactions or affairs of The Australian Greens Victoria, unless authorised or as required by their duties.

8. THE PARTY MANAGER'S ROLE IN THE PARTY

The AGV is a grassroots political party with democratic, representative and participatory structures and processes. Robust discussion and debate is encouraged around politics, processes, strategy and tactics. A Charter, the constitution, by-laws and protocols are in place to guide members. However, controversy and contention are a feature of any vibrant political organisation.

The Party Manager is expected to exercise appropriate judgement in relation to controversies within the Party. On the one hand, within the areas of responsibility of the position, it is expected that the party manager will provide frank and robust advice and express their opinions to the Executive and Office Bearers, including on issues which are controversial. The position should also, when appropriate, provide advice to State Council or State Conference.

However, where relevant representative bodies have made decisions, it is expected that the party manager will support these within the Party and publicly.

Moreover, it is not the role of this position to engage in controversies or express opinions about;

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- What policies the party should adopt;
- Who should be elected to any office within the party or pre-selected for any public office;
- Controversies not connected to the responsibilities of the position.

If the party manager is or becomes a Party member, these requirements will limit the extent to which he/she can participate in the Party. For example, it would not be appropriate for the party manager to hold or contest any significant elected office in the Party, such as being a member of State council or a Regional or branch Convenor, or standing for public office.

For queries regarding this position, please contact Cyndi Dawes on 0409 221 964.

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