



JOB DESCRIPTION

General Election Field Coordinators(s) Green Party of Aotearoa New Zealand

Location: Multiple roles - Auckland, Wellington, Christchurch and Dunedin
Reports to: Green Party Field Director (Rosa Miles-Seeley)
Hours: Full-time, 40 hours per week with frequent weekend and evening work
Term: Fixed term full-time from mid June until two weeks after the 2026 general election with some roles starting earlier per the job advertisement.
Salary Band: \$60,441.75- 86,537.74 (based on collective agreement payscale)

The Organisation

The Green Party of Aotearoa New Zealand (www.greens.org.nz) is a principles-based political party. These principles are expressed in its founding Charter, which includes commitment to Te Tiriti o Waitangi. The Party's operations are largely voluntary and supported by a small number of highly committed paid staff. The Green Party is proactively looking to hire Māori and Pasifika candidates and is committed to equal employment opportunities.

Purpose and Responsibilities

The General Election Field Coordinator(s) will be responsible for the coordination and implementation of the Green Party 2026 election campaign strategy in a local area. As part of delivering election success for the Green Party in 2026, the role holder will be responsible for coordinating and managing various aspects of local campaigning, including recruiting, training and managing volunteers (with a focus on direct voter contact) and local candidates. The role will also include working with our campaign database and coordinating with other core staff and role holders such as candidates and members. Key responsibilities include:

- Volunteer management and recruitment
- Volunteer training, community building and event coordination
- Voter contact coordination (doorknocking and calling)
- Coordination of data entry around voter contact events

The working hours are 40 hours per week. The member-driven nature of the organisation means that the General Election Field Coordinator will need to be available for evening and weekend training and meetings. Out of hours work will intensify in the weeks before the general election. If the employer has asked, and the employee agrees to work more than their usual hours of work in a week, the employee will get time off in lieu.

Key Responsibilities	Including but not limited to...
Develop and manage a volunteer leadership team	<ul style="list-style-type: none">• Scale teams of local volunteer leaders to build powerful, local field campaigns.

	<ul style="list-style-type: none"> ● Develop the skills of local leaders, support them with training and regular meetings.
Recruit and train volunteers:	<ul style="list-style-type: none"> ● Execute a volunteer recruitment strategy that will allow us to grow our movement and maximise the number of volunteers engaged in the campaign. ● Develop a local training plan to train volunteers in specific tools and skills. ● Deliver training which includes but is not limited to: Callhub, Political Conversations, Volunteer Recruitment, Door Knocking, NationBuilder and Train the Trainer sessions. ● Provide guidance, training and support for volunteer organisers working with campaign volunteers.
Facilitate voter contact:	<ul style="list-style-type: none"> ● Through the volunteer teams you have established, oversee the execution of our voter contact strategy, including supporting voter and volunteer calling parties, door knocking events and data management.
Event management:	<ul style="list-style-type: none"> ● Assist with the organisation of volunteer community building events.
Manage and report on campaign data:	<ul style="list-style-type: none"> ● Ensure campaign supporter and voter data is kept up to date and secure and provide regular progress reports regarding KPIs. ● Ensure volunteer activities are measurable and results tracked, and seek opportunity to improve processes and practices.
Review and report on our field campaign	<ul style="list-style-type: none"> ● Prepare a final report on the Flaxroots Campaign, to include key recommendations for future campaigning in the area.
Other	<ul style="list-style-type: none"> ● Undertake other General Election projects, as directed by the Field Director, subject to capacity

Accountability:

The General Election Field Coordinator reports to the Field Director and works closely with other field organising staff and the Election Data and IT Specialist (who is responsible for our election focussed data and systems for the purpose of our general election campaign). This supervision may be delegated to other staff in the event of absence, the creation of a relevant senior position, or restructuring.

Management Responsibility/Direct Reports:

Volunteers or interns will be within the supervision of this position as per agreement with the Field Director.

Key Relationships:

The General Election Field Coordinators will work closely with the following staff, voluntary or elected people:

- Green Party staff, particularly local Field Coordinators and the Campaign Director and the General Election Data and IT Director.
- General Election Candidates, their Campaign Managers and other lead volunteers.
- GreenTech, the Party's data and tech volunteer group
- Party Office Holders, including Province Coconvenors
- Outreach Advisor(s) (Parliament)
- Contractors and suppliers
- Māori Field Coordinator
- Māori Communications Specialist
- Communications Specialist
- Creative Specialist
- Other Green Party Staff

The General Election Field Coordinator will maintain positive working relationships with members and volunteers.

Performance criteria

The General Election Field Coordinator is performing well when:

- Positive relationships are maintained with campaign staff and volunteers.
- Vibrant, sustainable volunteer communities are built and maintained.
- Local campaign teams and volunteers receive the communication, resources and training necessary to campaign effectively locally.
- Local teams are delivering a strategic, data-driven ground campaign, using proven tactics to gain and solidify Green votes, particularly in our highest polling electorates.
- We are reaching large voter contact numbers to meet targets set with the Field Director.
- The specific tasks and performance indicators within the agreed work plan are met (as negotiated with the Field Director).
- The Party is able to track our campaign progress throughout the election period.

Person Specification

Essential Skills and Experience

- Proven commitment to Te Tiriti o Waitangi
- Good rapport with people and excellent communication skills.
- Community building skills.
- Ability to navigate difficult decisions between diverse groups of people.
- High degree of comfort communicating with volunteers and the public, face to face and on the phone.
- Ability to make large numbers of phone calls across a sustained period of time.
- Resilience and composure in high pressure situations and ability to perform at a high level of quality in demanding situations.
- Ability to communicate clearly and take complex information and present it in an accessible way.
- Experience with political or other campaigning, community organising, and/or volunteer organising.
- Aptitude with online software and ability to use online database tools

- Good judgment, political and general, to assess the most effective means of communicating information for the purpose of achieving campaign goals

Desirable Skills and Experience

- Volunteer management or coordination experience
- Training experience
- Experience creating volunteer buy in through the story of self, us and now
- Experience using Nationbuilder or other CRMs.
- Good understanding of field campaigning, movement building and organising.
- Past work in the Green Party of Aotearoa New Zealand or other international Green Parties, either paid or unpaid.
- NZ electoral system knowledge
- Political experience

Competencies

Awareness and appreciation of Green Party culture and values

Is a champion of the Green Party's vision, and actively demonstrates their commitment to our kaupapa. This competency is demonstrated by the following:

- Has a commitment to Te Tiriti of Waitangi
- Has well-developed views about the issues the Green Party works on
- Believes in the party's vision and can articulate the meaning of the party's charter
- Develops ways for the charter to function at an operational level (i.e. in the national office and when engaging with members)

Political awareness

Understands the context within which the Green Party operates, and manages themselves appropriately. This competency is demonstrated by the following:

- Understands the structure of the party, and that there are rules they must follow (legislative and constitutional)
- Understands the difference between governance and operational roles, and respects the decisions of others
- Upholds democracy and the party's consensus-based decision-making model
- Understands and can operate within their own delegated authority

Self-management

Has a variety of tools and strategies that enable them to effectively deliver expected outcomes. This competency is demonstrated by the following:

- Can anticipate what might happen next, know what problems might arise, and be aware of deadlines.
- Prioritises workload to ensure the most essential projects/items are dealt with in a timely manner.
- Is self-aware and seeks out feedback and opportunities for development.
- Able to work by themselves and as part of a team.
- Knows their own limitations, and seeks support to manage these.
- Can work under pressure (e.g. during elections).

Building effective relationships

Is committed to serving party members and providing a positive experience to other members of the public that contact the Green Party office. This competency is demonstrated by the following:

- Is positive and welcoming to members and non-members contacting the Green Party.

- Demonstrates a high degree of tact and empathy when communicating with others.
- Attempts to resolve queries in a timely and effective manner.
- Understands the perspectives of others, and successfully builds outcomes that include the needs and aspirations of others.

Leadership

A champion of the Green Party's vision and values, who makes appropriate day-to-day decisions with regard to the strategic direction of the party. This competency is demonstrated by the following:

- Demonstrates a variety of leadership approaches, and is able to switch between these based on the setting and context.
- Aware of, and appropriately navigates, risks to the party.
- Manages conflict in a way that results in the best outcome for the party, and where possible enables a win-win outcome for individuals involved.
- Is positive and looks for solutions to optimise outcomes for the party when problems arise.
- Can cope with ambiguity, change, and uncertainty.
- Seeks advice from others, and is someone people approach for advice.

All party staff need to

- Demonstrate a high degree of integrity and trustworthiness.
- Treat confidential information with sensitivity and caution.
- Be positive and friendly towards others, including those people who might be very different from them.
- Demonstrate a commitment to excellence
- Commit to upholding Te Tiriti o Waitangi

Confidentiality:

The General Election Field Coordinator(s) must maintain appropriate confidentiality in all aspects of their duties. All Party staff and contractors are required to sign a confidentiality agreement.

EEO:

The Green Party is committed to equal employment opportunities. We acknowledge the challenges of applying especially for young, disabled, LGBTIQ+, women and/or people of colour. We are happy to have a conversation about how we can support your application.