

National Party of Australia – Victoria

Administration Officer and Campaign Officer

The National Party in Victoria is looking for an energetic, self-motivated self-starter who has an attention to detail and shares our passion for regional Victoria.

Based in our Melbourne Head Office, you will work in a dynamic, challenging environment and will be a key point of contact for members of the Party across the State.

This is an exciting opportunity to work within a political party during its busiest time, ahead of state and federal elections in 2022.

The position is a fixed term contract with an immediate start and finishing in December 2022. Extensive out of hours work and regional travel will be expected.

Roles and responsibilities

- Manage Party membership database including all associated administrative functions, such as processing new memberships and renewals, as well as working with Branches and Electorate Councils to coordinate member lists and details for functions and preselections.
- Assist the State Director in State and Federal election campaigns, including participation in varying types of campaign activities, including assisting with phone canvassing and other community engagement activities.
- Support the State Director in providing secretarial and support services to the State Council, Board of Management Committee, the State Finance Committee, the Agenda Committee and other such committees as the State Director may nominate.
- Support the preparation and running of the State Conference.
- Support the preparation of all requirements for Federal Conference/Council.
- Support the processes for preselection of candidates.
- Liaise with State and Federal politicians and their staff to ensure effective communication between all offices.
- Support the Finance and Governance Manager with invoicing, receipting and day to day management of the Party's finances.
- General office tasks including office reception duties as directed.