

# Organiser (election)

- **Job title:** Organiser
- **Hours:** 16 hours/week from mid June - mid September (with possibility of extension)
- **Location:** Wellington ideal, Auckland also considered
- **Wage:** \$25/hour
- **Reports to:** Renters United Managing Committee

## ABOUT RENTERS UNITED

Renters United is an advocacy group founded in 2015 working on behalf of tenants in the private residential rental market. We campaign for all renters to have safe, affordable and secure homes and a voice in the decisions that affect them. Most of our members are private renters in Wellington; we also have supporters who rent in other parts of the country or who own homes. We believe renters should have mediation and tenancy tribunal services that are fair, timely and well-resourced. We see decent housing as a basic human right and our broken renting system as a barrier to realising this right for all (see our *Plan to Fix Renting* for more information: [fixrenting.org.nz](https://fixrenting.org.nz)).

## SCOPE OF POSITION:

The role of the RU Election Organiser is to project manage the organisation's election campaign, collaboratively with the RU Managing Committee and working groups. You will mobilise volunteers, RU members and allies to make the voice of renters heard loud and clear this election. You will be responsible for establishing and managing administration systems for the organisation that can continue to serve it after the election.

This is a dynamic role that requires strong people skills, great time management, flexibility and a can-do approach. You should demonstrate a passion to organise renters and campaign to make renting better for everyone.

This role will report to, be supported by, and work collaboratively with the Managing Committee and working groups of Renters United.

This is the first paid position that Renters United! has established, and we're looking for someone who can take our organising to the next level. We hope to extend this role after the election to support the ongoing organising work of Renters United.

# The Role:

## PRIMARY RESPONSIBILITIES

- Project management of RU's general election campaign
- Developing relationships with members, allies and partners
- Communications to members
- Media liaison
- Volunteer organising
- Managing email inbox
- Develop with the Managing Committee a plan for the general election, with a view to continuing structures and systems beyond the election
- Development and oversight of RU's administrative systems
- Social media, email communications

## ROLE REQUIREMENTS

- Experience in event and action organising.
- Excellent communication skills (written and verbal).
- Experience in and understanding of volunteer development.
- Digital skills (can effectively use social media platforms, Google Docs, Excel, Zoom)
- Ability to work within a very limited budget.
- A highly adaptable and flexible approach, and a commitment to work collaboratively.
- Strong commitment to the values and mission of Renters United!
- Experience of being a renter
- Ability to work from home
- Availability to attend some evening meetings

We believe that the work we do must reflect the diversity of renters and our membership. Hence, we strongly encourage applications that reflect this diversity, including tangata whenua, people of colour, people from working-class backgrounds, women, LGBTQIA+ identities and other diverse communities.

We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, parental status, or disability status. We also recognise that applicants' experience in organising may be in voluntary work.