

North Beds Liberal Democrats

Full-time Local Party Campaigns Organiser Post

Job Description & Person Specification - Fixed term to 30 June 2023

Job Title: North Beds Liberal Democrats Campaigns Organiser

Salary range: £20,000 (based on experience) + 3% pension contribution

Workplace: While some work can be carried out from home the Campaigns Organiser needs to be available in the Borough – mostly around Bedford - when needed. North Beds Liberal Democrats have an office where some work will have to be carried out.

Hours: The post is full-time (37 hours/week). Some hours will be unsocial. It is expected that the Campaigns Organiser will work to assist evening and weekend campaign activities by agreement.

Accountable to: The Liberal Democrat Local Party Executive, via the North Beds Campaign Committee.

Transport: Travel expenses will be paid for pre-agreed expenditure.

The major functions of the job are:

To support the work of the Liberal Democrats in North Bedfordshire so that:

- the Liberal Democrat Mayor is re-elected in 2023;
- an increased number of Liberal Democrats are elected to Bedford Borough Council in 2023; and
- the local party's capacity to fight elections is increased.

Key Roles and Responsibilities:

1. To organise volunteers and local party workers to deliver the campaign plan.
2. To assist with the digital campaign e.g. web site, social media, creating videos.
3. To ensure the delivery of a programme of doorstep and telephone voter contact.
4. To ensure the delivery of an agreed literature programme.
5. To assist in the production of literature: setting (using specialist software); photos; printing; folding.
6. To assist in recruiting, training, developing and retaining volunteers.
7. Enter data and/or organise volunteers to enter data in the online database.
8. To line-manage any supporting staff (none anticipated) and interns.
9. To assist the Campaign Committee in strategic planning and campaign organisation and oversee the production of literature.
10. You may be required to liaise with staff and officers of the regional party (East of England) and to liaise with the council group.
11. To undertake such training as is recommended to develop and update required skills.
12. To undertake such other duties as the line manager may require furthering effective communication, campaigning and organisation in the area.

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In addition the Campaigns Organiser will comply with general duties, including:

- Adhere to all health and safety and fire regulations and co-operate with the local party to maintain good standards of health and safety;
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the party into disrepute;
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the party; and
- Demonstrate a commitment to ongoing learning and development and participate in training relevant to the role.

PERSON SPECIFICATION	Essential?	Desirable?
Ability to communicate effectively with and maintain the confidence of a wide variety of stakeholders.	✓	
Good digital skills and willingness to learn new software/apps and media: social media, ability to update web sites, ability to use a variety of specialised software e.g. desktop publishing, video subtitling.	✓	
Demonstrates a "can-do" attitude and resilience in pressured/difficult situations.	✓	
Ability to motivate and manage a team of people.	✓	
Ability to work unsupervised and effectively prioritise from a wide variety of tasks.	✓	
Ability to meet deadlines.	✓	
Methodical approach to record keeping and database maintenance.	✓	
Good written and oral communication skills.	✓	
Ability to team build.		✓
Ability to delegate effectively.		✓
Previous experience of working in a leading campaign role, whether in a political environment or otherwise.		✓
Previous experience of working with volunteers.		✓
Ability to produce effective political literature.		✓
Ability to spot issues with campaigning potential.		✓

To apply: Send a CV and a covering letter to christinemchugh@yahoo.co.uk by 4 October 2021.