**Campaigns and Infrastructure Manager (Putney) - (£27,000 - £30,000, 35 hours per week)**

Wandsworth Liberal Democrats (Putney Constituency)

**1. Nature of Appointment**

An exciting opportunity has arisen for a dynamic individual to join the Wandsworth Liberal Democrats in the post of Campaign and Infrastructure Manager. The successful applicant will be an experienced campaigner, with an ability to manage a campaign and lead a team of volunteers. At this stage in the electoral cycle a key focus will be building a campaign team capable of fighting elections, so strong interpersonal skills and the ability to motivate others are important. The post-holder will be expected to establish positive working relationships across a range of key individuals, groups and stakeholders. This role will require flexibility in hours, with regular evening and weekend working, for which time off in lieu will be available. The post is offered initially on a 2 year contract basis, with a probationary period of 3 months.

**2. Application procedure**

Applicants are required to complete a CV and covering letter, and indicate the name of two referees, one of which should be your current or most recent employer. Please note that these referees may be contacted without permission unless you indicate that you would prefer otherwise.

Your application should explain why you have the energy, skills, understanding of political campaigning and any other relevant experience to make a real difference in the post.

Applications should be sent to Ryan Mercer (putney@wandsworthlibdems.org.uk).

**3. Job Purpose**

To lead the development, implementation and day to day running of campaigning activity in the Putney Constituency. To work closely with the PPC (when selected) and local party to build an effective campaign team within the Putney Constituency, capable of competing both in local and national elections.

To build and lead a team capable of winning elections, by training and coordinating volunteers and potentially more junior staff. You will oversee all areas of activity, including but not limited to literature production, digital campaigning, canvassing (phone and door-to-door) and fundraising.

You will be the Campaigns manager during both national and local elections, working in collaboration with the agent and candidates to deliver effective campaigns.

**4. Main Activities / Responsibilities**

• Work with candidates and the local team to develop and implement campaign plans and messages for the Putney constituency and its component council wards.

• Identify, engage, support and lead volunteers, building a team capable of fighting competitive election campaigns and year-round community campaigns/engagement.

• To provide coordinate fundraising activities, including identifying potential major donors, providing administrative support to candidates’ fundraising efforts and crafting messages for crowdfunding campaigns.

• Oversee the production of campaign literature, ensuring this effectively conveys agreed political messages with local candidates and Liberal Democrat HQ.

• Work with colleagues and local party activists to maintain and update photo library to maximise effective use of visual imagery in campaigning.

• Support the local team to develop and maintain a regular programme of voter identification (face to face and by phone) and membership recruitment.

• Identify training requirements for members and run local training sessions to fulfil these requirements or arrange suitable alternative training provided by party bodies including ALDC.

• Engage in continuous personal development to maintain and improve knowledge and skills as required within a challenging and ever-changing environment, including accessing appropriate training provided by the state and federal parties.

• Undertake other duties appropriate to the post, as directed by your line managers.

**5. Person Specification**

The following criteria are considered essential:

• Demonstrable experience of working to deliver campaigns.

• Excellent verbal communication and interpersonal skills to be able to communicate effectively with colleagues, members, volunteers and external organisations.

• Ability to proactively engage with volunteers in a confident manner, to persuade them to participate in campaigning activities.

• Ability to manage a team of volunteers, and potentially junior staff, to achieve ambitious goals in a competitive environment.

• Excellent written communication skills with a high level of accuracy and attention to detail.

• Ability to work independently with minimal supervision, self-motivating and managing your own workload.

• Ability to work flexibly with frequent weekend and evening work, and a high work load in election periods.

• Familiarity with current issues within UK politics and sympathetic to the values and principles of the Liberal Democrats.

The following criteria are considered desirable:

• Experience of software packages used by the Liberal Democrats including PagePlus, Connect, NationBuilder.

• Experience in a fundraising role.

• Experience as a constituency organiser or other paid campaigns role for the Liberal Democrats.

**6. Salary, Conditions and Benefits**

• The salary will be between £27,000 - £30,000 depending on experience.

• The initial contract will be for two years, with a three-month probationary period.

• You will work predominately remotely, managing your own time and workload, with regular weekend and evening work. Total contacted hours will be 35 per week.

• Annual leave is 25 days per year plus 8 public holidays.

• The period of notice will be 1 month and there will be an initial 3 month probationary period.

We value diversity and welcome applications from all sections of the community.