

Bristol Campaign & City Organiser

Role Profile Role Title:	Campaign & City Party Organiser
Location:	Main location Bristol Office
Hours:	35 hours per week
Salary:	£18,000 - £21,000 depending on experience
Closing Date	<u>Wednesday 27th May</u>
Start Date	<u>Monday 1st June</u>

Purpose of Job

You will help support the development and delivery of a campaigning strategy for Bristol Liberal Democrats, signed off by the Campaign Team and Executive.

You will help to oversee the organisation of volunteers to deliver the campaign plan and help us win in the May 2021 metro mayor, Bristol mayor and local elections.

You will help coordinate the production of literature when required.

Key roles and responsibilities:

1. To support the development and delivery of a campaigning strategy for Bristol Liberal Democrats, signed off by the Campaign Team and Executive.
2. To coordinate and drive the identification, recruitment, training, development, motivation and retention of volunteers and training for trainers in a range of roles.

3. To oversee the organisation of volunteers to deliver the campaign plan.
4. To ensure the delivery of a programme of doorstep and telephone voter contact, to include leading doorstep and telephone voter contact sessions.
5. To aid with the delivery of a fundraising programme.
6. To facilitate and ensure the delivery of effective online campaigning using the full range of e-campaigning tools.
7. To coordinate the production of literature when required.
8. To assist councillors and campaigners with the production of proactive and reactive media comment and news releases.
9. To advise the line manager as appropriate, on organisational, communication and/or maintenance priorities which may benefit the smooth running of the campaign strategy.
10. To undertake such training as is recommended to develop and update required skills.
11. To maintain appropriate databases and other management information tools ensuring they are up to date, including logging and storing of stock item text, hero photographs and branded images.
12. To attend meetings as required across the city, often during the evening and at weekends.
13. To undertake such other duties as the line manager may require to further effective communication and campaigning in the constituency.

Application Procedure

For questions and further details, and to submit an application, please contact:

chair@bristolldems.org

Please apply by email attaching:

- CV (including contact telephone numbers and email address);
- A Covering Letter; no more than 2 pages of A4 in length, indicating clearly how your experience and skills meet the criteria stated in the job and person specification. Please also write your name on top of your supporting statement.
- Complete a [diversity monitoring form](#)

We will be reviewing applications as they come in and reserve the right to appoint prior to the closing date

Please note: We will not be able to employ you if you are not eligible to work in the UK. We will not be able to obtain a work permit on your behalf. Applicants are encouraged to inform us if any reasonable adjustments are needed to be made during any part of the recruitment process.

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Person specification

Essential Criteria

1. Committed to the aims and values of the Bristol Liberal Democrats.
2. Previous experience of working in a campaign role, in a political environment, charity or similar.
3. Previous experience of working with volunteers. Ability to motivate, develop and manage volunteers.
4. Ability to effectively communicate with and maintain the confidence of a wide variety of stakeholders.
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6. Ability to work unsupervised and effectively prioritize a wide variety of tasks, meeting set deadlines.
7. Experience of working with databases and a methodical and organised approach to record keeping (Desirable - use of management information tools).
8. Excellent IT skills (desirable that you have a knowledge of Nationbuilder, Connect, Affinity, PagePlus & Lighthouse).
9. Ability to make effective use of a variety of social media for campaign purposes and understanding of the respective marketing value of varying communication channels.
10. Flexible approach to shift pattern working, normal hours include evenings and weekends. Additional hours work required at peak campaign times, with Time of in Lieu (TOIL) to be agreed with line manager prior to work undertaken.

Desirable criteria

10. Ability and previous experience of producing effective political literature
11. Full driving license
12. Experience of fundraising
13. Delivery of training and/or recruitment
14. Marketing, communication, public relations qualifications or experience.