

Bristol Liberal Democrats - Organiser

### **Job Description & Person Specification**

**Job Title:** Local Party Organiser

**Salary range:** £18,000 - £20,000 fulltime equivalent depending on experience pro-rata. Expectation is to offer 3-days a week

**Location:** The Bristol Liberal Democrats do not have an office currently, so home working will be required. The Organiser needs to be available across the City when needed. Some evening and weekend campaign activities by agreement.

**Timing:** The post is offered initially on a 12-month fixed-term contract basis aiming to start by 15<sup>th</sup> November 2021, with the possibility of contract extension post November 2022.

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

**Line Manager:** nominated Local Party Executive Officer / Regional Campaigns Officer

**Accountable to:** The Bristol Liberal Democrat Executive, via the Bristol Campaign Team.

An exciting opportunity has arisen for a Campaigns Organiser to work for Bristol Liberal Democrats leading their fightback as a local party.

You will play a central role within the local party. The role presents an opportunity to develop your own skills in a fast-paced political environment as well as leading the campaign. Following steady election results in May 2021, we want to develop the local party campaigning capacity to regain political relevance in Bristol against the recent powerful Green Party surge. With 8 experienced Councillors and over 700 members, this is an exciting time to be involved in politics in Bristol.

#### **Roles and key responsibilities:**

1. To oversee the development, updating and delivery of the annual campaign plan.
2. To ensure the continual development and improvement of organisational capacity in order to achieve the campaign plan including organising volunteers and local party activists. Ensuring volunteers and local party activists receive appropriate training.
3. To work with Membership Development Officer to maintain contact with and engage members in the work of the party
4. To liaise and develop effective communication; to disseminate information to councillors and campaigners; to assist wards with membership recruitment development, organisational, campaigning and literature support.

5. To oversee the organisation, printing and delivery of publicity material. To oversee and assist in art working of local party and other literature as necessary and making effective use of literature templates supplied by the Department for Elections & Field.
6. To oversee and assist with the digital campaign e.g. web site, social media, creating videos
7. To ensure regular contact between the local media and the candidates / councillors; to provide and circulate media releases and briefings on behalf of and with the approval of the local team.
8. To advise the line manager, as appropriate, on organisational and maintenance priorities which may benefit the smooth running of the local party.
9. To undertake such training as is recommended and provided through the management in order to develop and update required skills.
10. To undertake such other duties as the line manger may require to further effective communication, campaigning and organisation in Bristol.
11. To liaise with staff and officers of the regional party (Western Counties), the council group and other Liberal Democrat organisations

In addition the 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

Specification	Essential?	Desirable?
Previous experience of working or volunteering in a campaign role, whether in a political environment or otherwise.	E	
Previous experience of working with volunteers.		D
Ability to communicate and liaise effectively with a wide variety of participants including candidates/ councillors/local party executive.	E	
Demonstrates a "can-do" attitude and resilience in pressured/difficult situations	E	
Ability to motivate and manage a team of people.	E	
Ability to work unsupervised and prioritise a wide variety of tasks.	E	
Ability to meet deadlines.	E	

Ability to produce effective political literature.		D
Ability to spot issues with campaigning potential.		D
Methodical approach to record keeping and database maintenance.	E	
Good written and oral communication skills.	E	
Ability to team build		D
Day to day experience of managing an office.		D

Closing Date – Friday, 5th November 2021 5.00pm

Interviews will take place during the week commencing 8<sup>th</sup> November 2021.

To apply, Send a CV and a covering letter to [chair@bristollibdems.org](mailto:chair@bristollibdems.org). For an informal discussion about the role, please call Tony Carey, Chair, Bristol Liberal Democrat Party  
07594 634 593.