

Cardiff Liberal Democrats

JOB SPECIFICATION

Job Title: Campaigns Assistant

Responsible to: Rodney Berman, Chair of Cardiff and the Vale Liberal Democrats and Cadan ap Tomos, Chair of the Cardiff Liberal Democrat Campaign Team

Salary: From £13,650 per annum (pro rata), dependent on experience

Tenure: Fixed-term temporary contract from agreed start date until 12/05/17

Hours: Full time, 35 hours per week with some evening and weekend work required

Location: Cardiff Lib Dem HQ, 38 The Parade, Cardiff, CF24 3AD, with travel within Cardiff required

Job Description

The Cardiff Liberal Democrats are offering an exciting opportunity to gain skills and knowledge to pave the way for a career in political campaigning. The successful applicant will have the opportunity to play a central role as part of the Campaign Team in Cardiff in the run up to local council elections in May 2017.

You will be a lynch pin for the campaign, liaising with the campaign team and candidates in target wards to help deliver a winning campaign across the city. By the end of your tenure, you will have a strong grounding in the skills needed for a career in political campaigning with the Liberal Democrats, as well as skills that can be used in any workplace.

We particularly welcome applications from under-represented groups as we strive to make the Party's staff more representative of the UK as a whole.

Key Responsibilities

Working in an exhilarating, fast-paced campaign office in Cardiff, your mission will be working to help win control of Cardiff Council in 2017.

No two days will ever be the same. Your role will be 'hands on' and require you to have a positive, can-do attitude and willingness to learn the huge range of skills involved in political campaigning.

Your duties will vary but will include helping our Campaign Team and candidates plan and execute all aspects of their local campaigns, from leading and supporting canvassing teams, organising volunteers, producing and delivering campaign literature, using our sophisticated suite on digital campaign tools and supporting VIP visits and other events across the city.

We will give you an opportunity to build upon your existing skills too, with greater responsibility and remuneration available for the right person who can demonstrate competency in an area vital to the campaign.

PERSON SPECIFICATION

Essential

1. Demonstrable interest in UK politics.
2. Demonstrable track record of leadership and team work.
3. Willingness to pitch in, possessing an enthusiastic 'can do' attitude.
4. Able communicator.
5. Demonstrable ability to prioritise.
6. Ability to work well under pressure and to deadlines.
7. Ability to take on new tasks with initiative.
8. Ability to work with a range of stakeholders and work independently.
9. Politically astute.
10. Sympathetic with the aims and values of the Liberal Democrats.

Desirable

1. Previous experience in graphic design or desktop publishing, ideally using the Serif PagePlus package
2. Previous experience in volunteer management, within a campaigning setting or elsewhere
3. Previous experience working with digital and social media tools such as Facebook pages, Twitter, and paid digital advertising
4. Previous experience in producing direct marketing materials or copywriting for a general audience

APPLICATION PROCEDURE

Please apply by attaching:

- 1) A copy of your CV, including complete work history and at least one referee.
- 2) A covering letter; no more than 2 pages of A4, indicating clearly how your experience and skills meet the criteria stated in the job and person specification.

Applications should be sent to rodneyberman@outlook.com

Closing date: 12.00 noon, Friday 3rd March 2016

Interviews to take place week beginning 5th March 2017, with a view to the successful applicant starting as soon as possible.

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.