**Sutton Liberal Democrats Development Officer: Job Description and Person Specification**

**Job Title:** Capacity DevelopmentOfficer

**Salary:** 20 hours a week at London Living Wage + pension contribution

**Term:** Permanent (subject to satisfactory completion of a six month probation period)

**Line Managers:** Chair of Sutton Borough Liberal Democrats

**Key roles and responsibilities:**

1. Work with all 18 Liberal Democrats ward teams across Sutton Borough to increase campaigning capacity by recruiting and activating more volunteers.

2. To work with ward teams to grow the delivery network across the Borough to 100% coverage in every ward by May 2018.

3. Identify and encourage volunteers to take up key roles in the management of the Local Party.

4. Work with the local party executive to improve the party’s fund raising ability by helping to organise events and appeals and identifying potential donors.

5. To demonstrate effective and targeted communication (by phone, social media, in writing and in person) with ward campaign teams, the Council Leader, MP Tom Brake, and other stakeholders in order to promote campaigning activity for councillors, campaigners and other volunteers.

6. To undertake such training as is recommended to develop and update required skills, and to assist in delivering training for local activists.

7. To undertake other such duties as the line managers and the Borough Party agree are required to further effective communication, campaigning and organisation in the local party.

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| **Specification** | **Essential** | **Desirable** |
| A positive, motivating attitude and ability to inspire volunteers to get active. | E |  |
| Sympathy with the aims and values of the Liberal Democrats | E |  |
| Ability to communicate and liaise effectively with a wide variety of stakeholders including MP/councillors/local party officers/volunteers | 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 |  |
| Methodical approach to record keeping and database maintenance. | E |  |
| Previous experience of working in a campaign role, whether in a political environment or otherwise. |  | D |
| Sales experience |  | D |
| Previous experience of working with volunteers. |  | D |
| Computer Skills: social media |  | D |
| Computer Skills: Connect |  | D |
| Computer Skills: Page Plus |  | D |